

**PUEBLO OF LAGUNA**

**ANNUAL REPORT**

**2012**





## GOVERNOR'S MESSAGE

Happy New Year Everyone:

Another year has come and gone. It is amazing how fast this past year has gone by! I am sure we all experienced some trials, tribulations, successes and joys throughout the year. As we enter this new year, I am hopeful that we will all see a year filled with more progress and excitement to do even better. I am looking forward to working with all of you this year.

I am honored to be providing another annual message to you for the 2013 Installation Ceremonies. As the Pueblo moves ahead with our efforts, I am honored to be working alongside our pueblo employees to provide the quality services and support to our community. The pueblo employees are a dedicated group that has the intention of doing well for our entire community. They take pride in their work and I am thankful for that. Similarly, I am thankful to all our entities and their employees for supporting the efforts of the Pueblo as well.

As you will see in the following pages, the Pueblo has made great progress and has evolved in a manner to better serve our community. Recognizably, there is always room for improvement, but I know that our government employees as well as our entities will continue to do their best on your behalf. As you read through the report and find areas of interest, please feel free to visit any of the programs to learn more about them. It is always a nice feeling when community members take an interest in our programs and services.

I look forward to working with the council representatives and staff officers this year. I am confident that we will continue to make progress for your benefit. I encourage all of you to have a great year and I look forward to seeing you in the community.

With warm regards,

A handwritten signature in cursive script, appearing to read "Richard Luarkie".

Richard Luarkie  
Governor



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# Governor's Office

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## Government Affairs Department

### **Mission**

The Mission of the Government Affairs Office is to efficiently and effectively administer, implement and manage the legal and governmental affairs of the Pueblo of Laguna by internally providing professional advice, legal services management, and representation with integrity, professionalism, excellence and dedication while protecting the interests of the Pueblo of Laguna.

### **Scope of Work**

The GOVERNMENT AFFAIRS OFFICE (GAO) DIRECTOR advises and represents the Pueblo of Laguna in general legal matters as assigned by the Governor, including contract matters, relations with the United States Government and federal agencies, as well as relations with state and local governments and agencies. The Director provides general legal services to programs and departments, routinely reviewing legal issues that arise in the day-to-day operations. The GAO Director provides legal advice and representation on legal matters which include but are not limited to economic development, gaming, taxation, Pueblo lands, natural resources, environmental resources, cultural resources, civil and criminal law, administrative matters, health and welfare issues, employment law, and on any issue that may have a potential impact on the Pueblo, employees and/or operations.

The GAO Director appears before and responds to federal and state legislative committees, litigation in federal, state, municipal or tribal courts on behalf of the Pueblo of Laguna, works with appropriate representatives to develop a national legislative agenda, and maintains agendas throughout each congressional session.

The GAO Director also reviews legal documents, including but not limited to court decisions, proposed legislation, rules, regulations, and pending legislation to protect the Pueblo of Laguna's interests. The Director drafts legal documents, ordinances, regulations, policies, procedures, position papers, legal memoranda, correspondence and executive summaries, and achieves financial objectives by reviewing and providing the annual budget for programs within the GAO span of control. In addition, the Director reviews, makes recommendations, and approves all department requests having organizational impact regarding staffing, budgetary, and administrative activities of all programs within span of control.

The Pueblo Staff Officers and Council may assign a project or subject matter area to the Government Affairs Office. The Director ensures the successful implementation of all programs within span of control and may be assigned to work with various Pueblo Boards and Committees on issues of concern, attend meetings, or other external meetings as directed.

The IN HOUSE ATTORNEY advises and represents the Pueblo of Laguna in general legal matters. The scope of work includes representing the Pueblo in litigation, contract matters, relations with the U.S. Government and in relations with state and local governments and agencies.

The In-House Attorney works with various boards and committees. Furthermore, the In-House Attorney provides general legal services to the Pueblo of Laguna programs and departments on issues that arise on a day-to-day basis. The general legal services include, but are not limited to, subject matters such as economic development, gaming, taxation, tribal lands, natural resources, environmental resources, cultural resources, civil and criminal law, administrative matters, health and welfare issues, and employment law. These duties also include drafting legal documents, ordinances, regulations, policies, procedures, position papers, legal memoranda and correspondence.

### Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	0

Employee	Title	Contact Number (505) Area Code	Email Address
Tammi Lambert	Government Affairs Director	552-5781	tlambert@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget
General Fund	233,344.00

### 2012 Goals / Objectives / Status

Job descriptions (see Scope of Work, above)

### 2012 Accomplishments

- Development of a Legislative Process Policy
- Development of an Access Permit Standard Operating Procedure
- Chair of three legislative committees: Environment and Natural Resource Committee; Legislative Policy Committee; and the Public Safety Committee
- Development of Legislative Process Policy Priority List, approved by Pueblo Council
- Participated in the development and legal review of the following legislative measures (list not exhaustive): Court of Appeals Procedure development; Criminal Rules of Procedure; Civil Rules of Procedure; Personnel Policy Manual; Wage Rate Ordinance; Road Naming and Addressing Ordinance; Lodger's Tax Ordinance; Budget and Investment Ordinance; Hunting (Big Game) Proclamation; Gaming

Control Ordinance; Indian Preference and Procurement Code; Water Quality Standards; Animal Control ordinance; Livestock Grazing Ordinance; and Criminal Code quick fixes.

- Contracts: Provided assistance with a number of contracts, Memorandum of Understandings and Memorandum of Agreements with county, state and other organizations; Provided legal assistance and document review upon request; Creation of Independent Service Agreement templates for three different needs with SOPs; Creation of template for small construction contract services agreement; Creation of a template for small credit application; and Managed and negotiated Use Agreements for major and minor film productions.
- Consulted with federal, state, and local entities (see collaboration section, below)
- Managed and developed Press Releases as directed by Governor.
- Negotiated internal issues
- Managed leases with outside entities, public and private
- Provided legislative advocacy on federal and state issues
- Managed communication and projects with federal and state contracted lobbyists and with outside legal counsel
- Provided policy memos on candidates running for office and provided recommendations for endorsements to Governor and to the Pueblo Council;
- In-House Counsel co-chaired in the Redistricting case, for Multi-Tribal Plaintiffs, in conjunction with Nordhaus; winning of this case was a major victory;
- Represented the interests of the Pueblo during federal hearings involving probate issues
- Represented the Pueblo on in personal injury and other litigation issues brought before state and tribal court; prevailed on all cases, which were ultimately dismissed as to the Pueblo.
- Assisted Court of Appeals during criminal proceedings
- Sex Offender Registration Notification Ordinance Awareness
- Senate District 30 Candidate's Forum
- Voter 1000- raised voting percentages from 12% to 30% for Primary Election; Voter 1000 outreach- reached over 1200 Pueblo of Laguna households through team efforts
- Participated on additional committees
- Land Acquisition Committee
- Human Resource Review Committee
- Board Review Committee
- Secretarial Election Working Group- project management; Obtained two grants from BIA for Secretarial Election Secretarial Election- outreach and project management; Constitutional Amendment Election managed accurately, without challenge, and was determined to be legally valid
- Significant contribution to the November 2012 Pueblo Convocation

## **2012 Challenges**

- Election year provided many projects that the office might not otherwise manage;
- 2012 NM Legislative Session- defeating HB 48 and HB 50, designed to reduce Tribal Infrastructure Funds and to eliminate the Gas Tax.

## 2012 Collaborations

- **COLLABORATIONS INTERNAL WITHIN PUEBLO OF LAGUNA:**

Creation of Access Permit Standard Operating Procedures; Creation of Independent Services Agreement Standard Operating Procedures; Creation of Credit Application Template; Creation of Small Construction Contract Template; Creation of Vendor Contract for Pueblo Feast days; Creation of Legislative Process Policy; Legislative Committees [Environmental and Natural Resources Committee( Grazing Ordinance; Water Quality Standards; Animal Control Ordinance; Development of Legislative Priorities);Public Safety Committee(Development of Legislative Priorities, Criminal Code Quick fixes) Policy Committee (Human Resources Policy Manual; Road Naming and Addressing Ordinance; Lodger's Tax Ordinance; Gaming Control Ordinance; Budget and Investment Ordinance)]; Court of Appeals, Criminal, and Civil Rules of Procedure Development; Personnel Policy Manual development; Indian Preference and Procurement Code; Committee participation (Land Acquisition Committee; Human Resource Review Committee; Charter Review Committee; Board Review Committee);Voter 1000 project; Pueblo Convocation

- **CONSULTATIONS ON FEDERAL, STATE, AND LOCAL ISSUES**

Roca Honda Uranium Mine Permit; Jackpile EPA Superfund Listing; La Jara Uranium mine drilling site; St. Anthony's Mine Reclamation (INTERA);1872 Mining Act revisions; National Park Service Traditional Cultural consultations; US. Department of the Interior Environmental Justice Listening Sessions; State Land Commissioner consultation on communication protocols; Buy Indian Act; TransWestern Pipeline; Eagle Feather (Migratory Bird) Federal Policy; Office of Special Trustee Management reorganization consultation; New Mexico Tax and Revenue Department, regarding GRT collection; ARCO FOIA request- collaboration with EPA to deliver 8600 documents while protecting POL information; Secretarial Election- Pueblo of Laguna Constitutional Amendment; and Point of Contact with Cibola County Clerk's office with regard to County elections; managed legal issues, and other policy and situational issues as they arose.

- **CONSULTATIONS WITH OTHER NATIVE NATIONS**

Senate District 30 Candidate's Forum and the Senate District 30 Native Nations Get Out the Vote Effort

## 2013 Future Plans

- In house legal office is reactive, and does not generally create projects with goals and objectives until the projects are presented, the time, character, and goals of which are unpredictable. However, every project and endeavor obtains a time task plan after it is presented to the Government Affairs Department. Therefore, the focus in 2013 is to provide mechanisms to develop and track customer service satisfaction;
- Continue to fulfill duties as described in job descriptions;
- The Government Affairs Office expects to have heavy involvement in the upcoming sixty (60) day New Mexico Legislative Session, providing advice, counsel and advocacy on upcoming issues of importance to the Pueblo of Laguna as they are identified;

- Each of the three legislative committees identified above will present fully vetted legislation before the Pueblo Council at least once per quarter



# Pueblo Secretary's Office

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## Laguna Pueblo Secretary's Office

### Mission

In keeping with the “Workforce Excellence” mandate, this office is committed to make the best use of time to meet the needs of not only pueblo/community members, but of our fellow workforce partners efficiently and expeditiously. This entails the practice of courtesy, willingness to help out where needed, and to be mindful that everything we do is for the betterment of Pueblo Government and the people it serves.

### Scope of Work

- Records minutes of all Council and Staff meetings and other official meetings as the Council may direct; all records of meetings are available for timely follow-up and dissemination to the villages.
- Coordinates with Pueblo of Laguna programs and entities for Council scheduling when needed; assists tribal members and other customers to process and record pueblo documents relative to Attorney Approvals, Business Licenses, Evergreen Permits, Permits to Enter POL Land, Request to Reside on Laguna land, Residential Leases, Quitclaim Deeds and Use of Pueblo Building for Programs and Entities.
- Monitors the activity of Central Records and the Enrollment Office.
- Plays lead role on the Board Selection Committee to fill Board vacancies: 1) informs Council of vacancies for “call for nominations” at villages; 2) contacts nominees for resumes’, 3) coordinates with other Committee members to schedule interviews to ensure that the Committee makes good choices on Board selections.

### Organizational Description

Number of Employees	3
Number of Laguna Pueblo Members	3

Employee	Title	Contact Number (505) Area Code	Email Address
Josephine L. Cochran	Acting Pueblo Secretary	552-5761	jcochran@lagunapueblo-nsn.gov
Robert E. Mooney, Sr.	Central Records Clerk	552-1222	rmooney@lagunapueblo-nsn.gov
Esther Antonio	Administrative Assistant	552-5762	eantonio@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna	\$168,620

## 2012 Goals / Objectives / Status

- To continue working the Central Records System for a comprehensive retrieval mechanism; initial budget to begin this process was approved in the 2012 budget, with ongoing assessment to determine a good retrieval tool.
- Good records retrieval tool noted above plays heavily in the goal of keeping water and other natural resources exploration records current and accessible.
- Importance of having all trust litigation records current and readily accessible would be made possible by purchase and/or contract of the mechanism for Central Records.
- Continue work on skills and abilities for competent support in Office of the Secretary.

## 2012 Accomplishments

- Assisted in preparation of agendas for Council and Staff Officers.
- As of December 21, 2012, all minutes of Pueblo Council meetings will have been completed, numbering 1 through 29.
- As of December 21, 2012, all minutes of Staff Officers' meetings will have been completed, numbering 1 through 24.
- With joint efforts among committee appointed by Pueblo Council and entity representatives, interviewed candidates for Board positions to make recommendations to Pueblo Council for Board appointments. Interviews included candidates for the Laguna Rainbow Board, Laguna Housing Development and Enterprise Board, Gaming Control Board, Laguna Department of Education Board, Library Advisory Board and the Election Board; will continue to refine the process of interviews.
- Central Records continues to work with experts involved in the Kerr McGee litigation work.

## 2012 Challenges

- The biggest challenge continues to be that of finding some source of energy to infuse into the staff providing administrative support in this office.
- Continue work on a solid Records Management system in Central Records and the immediate Office of the Secretary

## 2012 Collaborations

- Collaborated with the various pueblo entities in getting information to the Board Selection Committee in getting the "best fit" for Board vacancies.
- Central Records will continue to work with NAGPRA (Native American Graves Protection and Repatriation Act) where requested, for good outcomes.



## **2013 Future Plans**

- To continue working on attitude adjustments to “get in step” with the “Workforce Excellence” mandate.
- Continue with efforts to streamline processes toward better time management.
- Recordkeeping in the Office of the Secretary must be shared, hence sharing of information to move any tasks along to completion, as well as eliminating putting a task “on hold” during staff absences.



# Laguna Pueblo Enrollment

## Mission

To maintain the membership rolls of the Pueblo of Laguna Tribe, according to the Pueblo of Laguna Constitution, Enrollment Ordinance and Resolutions. To assist individuals in applying for membership to become enrolled members and provide them with verification of enrollment by issuing Certificates of Indian Blood and/or membership cards, in order for those individuals to receive services through various programs and organizations.

## Scope of Work

- Maintain the records of all Laguna pueblo members, both regular and naturalized, on a daily basis.
- Issue membership applications to individuals who are applying for membership with the Pueblo of Laguna tribe. Keep a daily log of all applications issued and returned.
- Conduct Enrollment Committee meetings, twice a month, to process enrollment applications, requests for relinquishments and Laguna blood quantum increases.
- With the Enrollment Committee, make presentations to the Pueblo Council of all applications, requests for relinquishment and blood quantum increases, on a quarterly basis.
- Issue Certificates of Indian Blood (CIB's) for enrolled members, both regular and naturalized.
- Issue Indian Preference Forms 4432, for enrolled members, who are seeking Government employment.
- Issue Descendent Certificates of Indian Blood for those individuals, who are not enrolled members, to verify that they possess a degree of Laguna/Indian blood.
- Issue photo I.D.'s for both members and descendants, on a weekly basis.
- Send out IIM forms each month to pueblo members who are turning 18 years of age in order for them to withdraw funds from their IIM account.
- When returned, review IIM forms and insure that all documents are attached and forward them to the Southwest Regional Office – Office of the Special Trustees, for processing.
- Assist families with obtaining the Funeral Expense when a family member dies. Also assist Funeral Homes in obtaining payment for mortuary services.
- Make monthly trips to the Vital Records Office in Santa Fe, to pick up various documents for both pueblo and non-pueblo members.
- Contact hospitals, hospices, nursing homes, OMI and doctors' offices, in order to complete and file death certificates.
- Provide membership counts, CIB's and other pertinent information to various programs, agencies and entities to assist them in obtaining funding, conducting probate hearings (BIA), criminal investigations, ICWA cases and other services.
- Provide other Pueblo Programs, Agencies and Entities with Enrollment statistical data, when requested.
- Provide family trees to individuals who request them.
- Keep up daily correspondence with individuals who are requesting information regarding enrollment, per capita and pueblo elections.

- Correspond with other Enrollment Offices to verify enrollment status, request CIB's and to inquire about various other enrollment issues.
- Provide Notary services to the general public.
- Assist the Accounting Office during per capita distribution by providing a current listing of all regular enrolled members and their addresses.
- Assist the mayordomos in providing lists of all men 18 years and older. Also, one enrollment staff person assists them, thru the Accounting Office, to formulate the data to deduct dues that are owed by male members.
- Work with the Election Board in preparing and conducting the Pueblo Elections. On "off" years, work with the Board to take care of mid-year election of Council Representatives.
- Prepare the budget for the Enrollment Office/Election Board.
- Work with the U.S. Census every 10 years or whenever they request data in preparing for census count.
- Assist individuals who were adopted as infants and are seeking information with the possibility of becoming an enrolled member.

## Organizational Description

Number of Employees	2
Number of Laguna Pueblo Members	2

Employee	Title	Contact Number (505) Area Code	Email Address
Lorraine Alonzo	Enrollment Manager	552-5772	lalonzo@lagunapueblo-nsn.gov
Barbara Analla	Enrollment Clerk	552-5773	banalla@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna	\$123,501.00

## 2012 Goals / Objectives / Status

- To continue to maintain a current and complete membership roll.
- To provide assistance to pueblo members and other individuals in obtaining enrollment for their children and, in some cases, for themselves.
- To assist the general public by providing enrollment information and documents, such as CIB's, Indian Preference forms for employment, pueblo I.D.'s, etc.
- To assist the general public in providing services in areas such as Notary Public services, obtaining vital records from Santa Fe

- To continue working with other programs, organizations and entities by providing enrollment information, documentation and statistics.
- To work with the Accounting Office and the mayordomos in conducting the yearly per capita distribution process.

## **2012 Accomplishments**

- Enrolled 121 new pueblo members, which included 93 regular members and 28 naturalized members.
- In collaboration with the Human Resources department, issued new Employee I.D. cards to all Pueblo Employees.
- Staff was able to attend training, throughout the year, for Pueblo Enrollment, Customer Service, New Mexico Vital Records and Records Management.
- Worked with Accounting Department and Village Mayordomos to complete PCD process.
- Worked with Election Board throughout the year, to prepare, plan and initiate the process for the 2012 Pueblo Elections.

## **2012 Challenges**

- Being an election year, the task of preparing for the annual PCD and Pueblo Elections, at the same time, required Enrollment Staff to perform other duties, other than Enrollment, to successfully assist in these processes. The Staff also had to put in many extra hours to accomplish these goals.
- Had to make adjustments when entire Administrative Offices were relocated to the temporary facility. Not knowing that the relocation was going to take longer than anticipated, the Staff had to work with limited resources, because some records and materials were left at the Pueblo Building.
- The Enrollment Office became the contact office for individuals trying to obtain information regarding the Cobell (Indian Trust) Settlement. The Staff had to research information regarding the settlement and gain access to the Pueblo Building to retrieve records in order to provide IIM Account numbers to individuals. This created an overwhelming increase in incoming calls from individuals requesting information, which affected the daily procedures within the office.

## **2012 Collaborations**

- Worked with other pueblo programs, throughout the year, by providing information and documentation for pueblo members in order for them to receive services through these various programs.
- Worked with other Pueblo Enrollment Offices in verifying membership status, providing Certificates of Indian Blood and other enrollment information.
- Worked with Laguna Social Services and other Human Services departments, both in and out of state, in providing assistance for ICWA (Indian Child Welfare Act) cases.
- Worked with Laguna Pueblo Courts in obtaining Court Ordered Paternity Decrees in order to enroll a child or to increase the Laguna blood quantum of an individual.
- Provided information to various TANF offices, in order for them to provide services to pueblo members.

- Worked with BIA Probate Offices in providing documents for probate hearings.
- Worked with the Office of the Special Trustees in assisting IIM accountholders in withdrawing their minor's trust money when becoming of age.
- Worked with the Office of Vital Records in obtaining birth and death certificates for individuals who requested them.
- Worked with OMI, hospitals, nursing homes, hospices and doctors in initiating and completing death certificates for individuals.
- Worked with the Accounting Office and village mayordomos in PCD process.
- Worked with Pueblo Election Board to conduct 2012 Pueblo Elections.

### **2013 Future Plans**

- Once a procedure is developed by the Pueblo Council, in regards to the deletion of the 2-year time limit for enrollment, we will need to develop an efficient process, within the Enrollment Office, in handling the influx of applications of individuals who are now eligible for membership.
- Develop the technology capacity within the Enrollment Office by looking into resources to develop a data base that will meet the needs of our Enrollment Office and the needs of other Pueblo Programs, who request data and other information from our office.

# Pueblo Treasurer's Office

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## Laguna Pueblo Treasurer's Office

### Mission

The Treasurer shall supervise the financial affairs of the Pueblo in accordance with policies, direction and subject to such controls as are established by the Pueblo Council and the Treasurer shall be responsible for maintaining the necessary financial records.

### Scope of Work

"We are a workforce passionately pursuing excellence. We are one heart, one mind, reinvigorating the Laguna way of life." ---Workforce Excellence

The Treasurer's department has the responsibility for the financial administration and protection of assets of the Pueblo in accordance with policies, direction, and controls established by the Pueblo Council. This includes but is not limited to annual financial and single audits, budget, financial policies, investment policies and grants management as well as reports to the Council, program managers, and outside governmental agencies. The Treasurer's Office is also responsible for the development and monitoring of the yearly operating budget for the Pueblo Council in collaboration with the Office of the Governor. All these efforts are carried out in the spirit of Workforce Excellence, ensuring that we are working hard with our best effort for the community and the generations of Lagunas yet to come.

### Organizational Description

Number of Employees	11
Number of Laguna Pueblo Members	10

Employee	Title	Contact Number (505) Area Code	Email Address
David Martinez	Treasurer	552-5764	dmartinez@lagunapueblo-nsn.gov
Brooke Whitmore	CFO	552-5779	bwhitmore@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Treasurer's Office	\$138,388
Accounting Office	\$795,837
Mayordomo's Budget	\$6,320
Pueblo Council Budget	\$435,401
Pueblo of Laguna Pueblo Overhead	\$993,707
Pueblo of Laguna Professional Services	\$884,895
Total Funding Managed by Treasurer's Office	\$3,254,548

## 2012 Goals / Objectives / Status

- Provide financial accounting support to 49 Pueblo programs and over 100 Federal & State grants.
- Monitor the \$16.8 million Pueblo budget.
- Ensure compliance with financial reporting requirements at all levels of funding.
- Work in collaboration with the Enrollment office to ensure timely processing of the annual per capita distribution.
- Work in collaboration with the Budget & Finance Committee to develop the 2013 Pueblo Operations Budget.
- Through the investment committee, perform due diligence to provide returns on investments and generate revenue for the Pueblo of Laguna.

### Investment Status

As reported to the Treasurer from Independent Investment Advisor, John Ulrich – Ulrich Consulting Group

2012 proved to be somewhat of a pleasant surprise to most investors considering all of the negativity in the headlines as both stock and bond markets have provided better than anticipated returns so far. In a similar manner to 2011 the volatility in the capital markets has been tremendous; however, we have been able to achieve good growth and maintain the necessary income to meet our budgetary needs. Over the course of the past 4 years, the investment portfolios have grown from their low of \$105MM on 12/31/2008 to approximately \$196MM. The increase in the portfolios (\$91MM) has been helped significantly from additions to the portfolio which included Public Service Co., of New Mexico (PNM) and New Mexico Gas (NMGas). In addition the gain in value of the portfolio plus net income has contributed approximately \$50MM. Through 11/30/2012, the various funds have recouped their 2008 losses and have made approximately \$30 MM over their 2007 levels.



Beginning & Ending Balances - Laguna Total Fund	
Beginning Balance - 12/31/2008	\$105,541,448
Net Contribution/Withdrawal	\$6,763,034
Net Change in Investment Activity	\$18,000,746
Ending Balance - 12/31/2009	\$130,305,228
Beginning Balance - 12/31/2009	\$130,305,228
Net Contribution/Withdrawal	\$12,073,140
Net Change in Investment Activity	\$12,767,399
Ending Balance - 12/31/2010	\$155,145,767
Beginning Balance - 12/31/2010	\$155,145,767
Net Contribution/Withdrawal	\$24,003,682
Net Change in Investment Activity	\$1,986,775
Ending Balance - 12/31/2011	\$181,136,224
Beginning Balance - 12/31/2011	\$181,136,224
Net Contribution/Withdrawal	-\$3,004,654
Net Change in Investment Activity	\$18,207,910
Ending Balance - 11/30/2012	\$196,339,480

\* Data for 2011 has been restated to reflect full year 2011

#### 2012 Cashing Sharing Activity – Enterprise Management Fund

The Enterprise Management Fund was established by the Pueblo Council in December of 2006 in order to receive any funds distributed by the Pueblo owned entities to the Pueblo. A resource allocation plan is maintained and presented to the Budget & Finance Committee and the Council at times when an allocation from the fund is to be made. In early 2012, the Treasurer's Office introduced a requirement to the Council, which was approved, that requires a Council Resolution for any future disbursement action taken by the Council.

In May of 2012, the Enterprise Management Fund received the proceeds from the FY 2011 65%/35% Cash Share Agreement with Laguna Development Corporation in the amount of \$9,294,696. In FY 2012, the Council approved the following disbursements from the Enterprise Management Fund:

- Annual Request of \$200,000 for Laguna Rainbow Center (established in 2009)
- \$1,900,000 to fund the Pueblo Operations Budget in FY 2012
- \$2,356,438 Annual Payment on Margin Loan for Silver Dollar Purchase (complete in 2014)

- \$892,214 subsidy request to POL Utility Authority to offset customer bill
- \$80,000 request from POL Utility Authority to fund low-income payment assistance program
- \$500,437 to retire Pueblo's short-term margin loan used to create loan for POLUA towards building construction (POLUA repayment over 10 years)
- \$350,000 to support litigation costs against former retirement plan consultants

The estimated remaining balance at the end of FY 2012 in the Enterprise Management Fund will be \$3,015,607 with a FORECASTED contribution of \$8,012,000 to occur in May of 2013 from LDC. As a part of budget development and funding considerations for FY 2013, the following obligations have been made from the Enterprise Management Fund by the Pueblo Council:

- Annual Request of \$200,000 for Laguna Rainbow Center (established in 2009)
- \$5,700,000 to fund the Pueblo Operations Budget in FY 2013
- \$1,178,218 Payment on Margin Loan for Silver Dollar Purchase (complete in 2014)
- \$892,214 subsidy request to POL Utility Authority to offset customer bill
- \$112,000 request from the POL Utility Authority to fund low-income payment assistance program
- \$300,000 to fund transaction costs from New Markets Tax Credit related to Water/Wastewater Project (7 year annual obligation)
- \$1,700,000 ESTIMATED funding request for POL Water Rights Litigation activity for FY 2013 (presentation to Council in early 2013)
- \$300,000 ESTIMATED funding request for POL Trust Litigation activity for FY 2013 (presentation to Council in early 2013)

When the anticipated FY 2013 obligations have been fulfilled from the Enterprise Management Fund, the remaining balance will be \$645,175 with approximately \$7,204,214 of the appropriations funding community direct services.

## **2012 Accomplishments**

- Received an unqualified audit report on the 2011 Primary Government-Wide Financial Statements.
- Received an unqualified audit report on the 2011 Department of Grants & Administration (Single Audit), with no Federal Award Findings.
- Coordinated with Enrollment Office & Village Mayordomos to ensure a timely per capita distribution.
- Successful coordination with the Budget & Finance Committee on the preparation of the 2013 Pueblo Operations Budget, approved by council on December 15, 2012.
- Issued an RFP for Insurance Broker Services resulting in a change in carrier that will result in small reduction in overhead costs as it relates to property insurance.
- Deployed a basic financial modeling tool that provides possible outcomes over 20 years based on a financial decision made today; improves monetary resource management and forecasting associated with budget development

## **2012 Challenges**

- Lack of fully developed and deployed Financial Policies in place to guide and direct the Pueblo of Laguna overall financial and accounting processes; individual policies exist to fill a need but they are not part of a full Financial Policy System.
- Lack of fully developed and deployed Standard Operating Procedures derived from Financial Policies in place to ensure consistent application of accounting processes over the programs; individual SOP's exist to fill a need but they are not part of a full SOP System.
- Lack of qualified applicants to fill Grants and Contracts Manager position
- Transition of new staff additions took more time due to lack of complete policy guidance associated with carrying out of daily tasks.

## **2012 Collaborations**

- REDW, LLC – 2011 Primary Government Financial Statement Audit, 2011 Single Audit, & 2011 Pueblo-Wide Financial Statement
- Pueblo of Laguna Utility Authority – Sub grant agreements & contracts
- RB Methods – MIP Software Consultants
- New Mexico IT Solutions – Technical Support
- Manuel Lujan Agencies – Insurance Carrier for the Pueblo
- John Ulrich, Ulrich Consulting Group – Investment Consulting; Financial Modeling
- Bureau of Indian Affairs – Grant awards, budgets, drawdowns, financial reports
- Wells Fargo Bank – Commercial Banking
- Jack Cleary, Cleary & Associates – Request for Proposal for Insurance Provider
- Teresa Leger, Nordhaus Law Firm

## **2013 Future Plans**

- Develop and obtain Council approval of Comprehensive Financial and Accounting Policies for the Pueblo of Laguna.
- Develop and successfully deploy departmental Standard Operating Procedures (SOP's) supporting Council approved Financial and Accounting Policies.
- Conduct a Business Process Assessment to review and improve program operating efficiency.
- Work towards obtaining low risk audit status – 2 to 4 year process
- Develop in-house capacity for development and timely submission of Indirect Cost Proposal for future years resulting in reduced consultant fee costs
- Develop and Issue an RFP for Financial Audit Services to begin in FY 2014



## Tax Administration

### Mission

The Mission of the Pueblo of Laguna Tax Administration Division is to ensure the consistent application and enforcement of the Pueblo's Tax Administration Ordinance's and Statutes and provide concise and accurate accounting of the revenue generated by the tax base that assists in providing essential governmental services to the Pueblo of Laguna.

### Scope of Work

The Tax Administration Division was established to provide a stable and secure conduit in which all issues concerning taxation are centralized. Additionally, it seeks to promote the objectives of the Pueblo by seeking to accurately administer and propagate the Tax Policies of the Pueblo of Laguna. By working with various government, private, and similar entities, the Tax Administration Division insures to maintain and identify opportunities that provide a secure tax base imperative to providing the basic services essential to the welfare of the Pueblo membership. The Division, therefore, employs and interprets the various Ordinances, Resolutions, Directives, and Orders prescribed by the Pueblo of Laguna for the benefit and interests of the Tribe. Additionally, the Division will continuously and vigorously preserve the Pueblo of Laguna's inherent right as a sovereign nation by maintaining an ethical and professional manner.

### Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	1

Employee	Title	Contact Number (505) Area Code	Email Address
Edwin G. Martinez	Division Director	552-5787	emartinez@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo	\$96,032.00

### 2012 Goals / Objectives / Status

- Continued identification of tax revenue sources
- Business Registration requirements for all businesses conducting business within the Pueblo of Laguna
- Completion of Tax Administration Division SOP Manual
- Increased collection of Pueblo Gross Receipts Tax revenue

- Amend the tax administration Cooperative Agreement between the Pueblo of Laguna and the New Mexico Taxation and Revenue Department
- Create Pueblo Gross Receipts Tax Kit
- Passage of the Pueblo of Laguna Lodgers' Tax
- Collaboration with the NMTRD to develop property valuation training for Tribes
- Increased awareness of Pueblo-member exemption certificates for exemptions from State tax on services received on Pueblo lands.

## **2012 Accomplishments**

- Successfully implemented Tax Administration Business Registration process
- Successfully created a Pueblo Gross Receipts Tax kit for vendors engaging in business within the Pueblo of Laguna
- Projected increased collection of Pueblo of Laguna Gross Receipts Tax Revenue by approximately 33% over 2011
- Continued negotiations with NMTRD concerning amending the tax administration Cooperative Agreement between the Pueblo and State
- Lodgers' Tax Ordinance before Council as of December 15, 2012
- First contact made with NMTRD Property Valuation Division concerning development of property valuation training
- Continued development of Tax Administration Division Standard Operating Procedures (SOPs)
- Co-founded the Pueblo Tax Administrations Coalition (PTAC), an organization comprised of the Tax Administrations of the 19 Pueblos of New Mexico that specifically deals with tax issues important to the Pueblos of New Mexico
- Increased the number of Pueblo-member exemption certificates given out for exemptions from State tax on propane, cell phone service, satellite service, etc.

## **2012 Challenges**

- Public education and awareness of the Tax Administration Division
- Cooperation and collaboration between some Pueblo entities and the Tax Administration Division
- Maintaining a cooperative and beneficial environment with the State, County, and Local Governments
- Identifying additional tax revenue sources
- Regulatory collaborations
- Enforcement and implementation
- Changes to State and National tax legislation

## **2012 Collaborations**

- New Mexico Taxation and Revenue Department
- New Mexico Department of Transportation
- Nordhaus Law Firm
- Laguna Development Corporation
- Pueblo of Laguna Pueblo Secretary's Office

- Pueblo of Laguna Pueblo COO's Office
- Pueblo of Laguna GIS Office
- Cibola County Assessor's Office
- Pueblo of Laguna CFO's Office
- Pueblo of Laguna IT Department
- Pueblo of Laguna Government Relations Office

## **2012 Highlights**

- Implementation of the Tax Administration Business Registration process
- Pueblo of Laguna Gross Receipts Tax Kit
- Increased Gross Receipts Tax revenue
- Creation of the Pueblo Tax Administrations Coalition (PTAC)
- Presentation of the Lodgers Tax Ordinance to Staff and Council for inclusion into Chapter VI of the Pueblo of Laguna Code
- Increased use of Pueblo-member exemption certificates

## **2013 Future Plans**

- Increase enforcement capacity
- Increase public awareness of Tax Administration and its functions
- Continued tax base revenue growth
- Develop New Business tax orientation training programs
- Continued development of the Tax Administration Standard Operating Procedures Manual and Policy Manual
- Keep current with Tax issues affecting the Pueblo of Laguna
- Promote the sovereign status of the Pueblo of Laguna





# Laguna Judicial System

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## Laguna Pueblo Court

### Mission

In accordance with the Constitution of the Pueblo of Laguna, the Laguna judicial system exercises its judicial powers in a professional, respectful, fair manner that recognizes pueblo customs and traditions, and protects tribal sovereignty while promoting community safety, open communication and justice.

### Scope of Work

The Pueblo of Laguna Court is the Judicial branch of the Pueblo of Laguna government. The Pueblo Court has jurisdiction over Civil and Criminal matters as they pertain to Laguna pueblo members and those non-pueblo members who reside upon or enter the jurisdiction of the Pueblo. The Pueblo Court consists of Civil, Criminal, Traffic, Children's and Community Wellness Courts. The Public Defender, the Prosecutor and Probation and Parole Services, are also under the umbrella of the Laguna Pueblo Court.

The Laguna Pueblo Court addresses all civil matters filed including but not limited to traffic, wildlife, trespass, probate, tort, commercial, debt, housing evictions and arrearages, paternity, legal separations, custody, child support, adoptions, protection orders, guardianships, name changes, children in need of care, elder in need of care, juveniles, and ICWA cases.

The Laguna Pueblo Court has concurrent criminal jurisdiction with the United States over major crimes and addresses all criminal matters under the Laguna Criminal Code, Elder Code and Family Protection Code. The criminal docket consists of arraignments, motion hearings, pre-trials, bench trials on the merits, jury trials, and probation review and revocation hearings.

### Organizational Description

Number of Employees	20
Number of Laguna Pueblo Members	11

Employee	Title	Contact Number (505) Area Code	Email Address
Peggy L. Bird	Presiding Judge	552-6687	pbird@lagunapueblo-nsn.gov
Bruce Fox	Associate Judge	552-6687	bfox@lagunapueblo-nsn.gov
Janet Riley	Court Administrator	552-5845	janet@lagunapueblo-nsn.gov
Michele Lucero	Criminal Court Clerk/Wellness	552-5841	michele@lagunapueblo-nsn.gov

	Court Clerk		
Lesley Tharpe	Traffic Court Clerk	552-5846	ltharpe@lagunapueblo-nsn.gov
Victoria Day	Bailiff/Process Server	552-5847	vday@lagunapueblo-nsn.gov
Deborah Cheromiah	Administrative Assistant I	552-5840	deborah@lagunapueblo-nsn.gov
Theresa Gomez	Public Defender	552-5859	tgomez@lagunapueblo-nsn.gov
Mark Dyea	Probation Manager	552-5844	madyea@lagunapueblo-nsn.gov
Thomasina Leon	Adult Probation Officer	552-5842	tleon@lagunapueblo-nsn.gov
Chris Witt	Juvenile Probation Officer	552-5861	cwitt@lagunapueblo-nsn.gov
Marilyn Joe	Juvenile Probation Officer	552-5856	mjoe@lagunapueblo-nsn.gov
Carlos Pacheco	Chief Prosecutor	552-5863	cpacheco@lagunapueblo-nsn.gov
Mary Ahan	Juvenile Prosecutor	552-5862	mahan@lagunapueblo-nsn.gov
Gwen Kasero	Crime Victim Witness Advocate	552-5849	gkasero@lagunapueblo-nsn.gov
Christine Sarracino	Administrative Assistant	552-5855	csarracino@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Bureau of Indian Affairs 638 contract	\$369,511
Pueblo of Laguna	\$232,956
U.S. Department of Justice	\$350,000 covering 10/1/2010 to 9/30/2013
U.S. Department of Justice	\$483,833 covering 10/1/2012 to 9/30/2015

## 2012 Goals / Objectives / Status

Overall goal is to exercise judicial powers vested by the Pueblo of Laguna Constitution to strengthen tribal sovereignty as a branch of the Pueblo of Laguna government.

- Objective 1: Maintain ongoing docket for all Courts-Status: Maintained an ongoing docket for all courts. Hearings have been held on a regular basis throughout the year.

The Court was closed for a total of 4 ½ days for staff to attend training away from Laguna.

- Objective 2: Maintain and update staff credentials through training-Status: Court staff has attended training throughout the year and their credentials are up-to-date.
- Objective 3: Finalize Standard Operating Procedures (SOPs)-Status: Rules of Civil Procedure and Rules of Criminal Procedure were approved by the Laguna Court of Appeals in the first quarter of 2012. Other Standard Operating Procedures have not been finalized due to staff shortages.
- Objective 4: Conduct and improve outreach to the community-Status: The Court held a “Law Day” with the assistance of NM Legal Aid. The Court conducted informational sessions with the Mayordomos, the Staff Officers and Council members on the Courts, Prosecutors Office, Public Defender and Probation and Parole Services.
- Objective 5: Improve case record management-Status: Court Clerks, Administrative Assistant I, and Bailiff are scanning documents when time is available.
- Objective 6: Review Court assessment to make improvements to judicial system. Status: The Court assessment is reviewed throughout the year to provide guidance on checking the status of progress on meeting recommendations made in the report.

## **2012 Accomplishments**

- Administrative Assistant I attended Court Clerk training and received her Court Clerk I certification in April 2012.
- Presiding Judge, together with 7 members of the Laguna Community Wellness Court team and a Wellness Court alumnus, attended the annual National Drug Court conference in June 2012.
- All attorney staff (Presiding Judge, Public Defender, Prosecutors) maintained state bar licenses
- All Judicial branch staff (Courts, Probation & Parole Services, Prosecutors Office, and Public Defender) participated in the annual planning session in October 2012 and established goals and objectives for 2013.
- Members of the Laguna Advisory Board made a presentation in November 2012 to the Pueblo Staff Officers and Council.
- Obtained a 3-year grant from the U.S. Department of Justice Bureau of Justice Assistance in the amount of \$483,833 for Court improvement projects.
- Through the Laguna Advisory Board, obtained \$1,000,000 for the proposed Integrated Justice Center, through the 2012 Coordinated Tribal Assistance Solicitation.

## **2012 Challenges**

- Operating out of the old Laguna Rehabilitation Center building continues to be a challenge. The cooling system doesn’t work in the summer and the hearing system doesn’t work in the winter. Renovations were to be completed in 2012 however due to delays in completion of renovations to the Pueblo Administration building; the renovations to the Laguna Rehabilitation Center have been delayed. We are looking forward to having renovations completed in 2013.

- We have operated throughout 2012 with staff shortages. Two Court Clerk positions were vacant (one was vacant for 11 months and the other for the entire year), and the Associate Judge position was vacant until mid-October 2012. The existing Court staff was stretched to fill the responsibilities for the three vacant positions.

## **2012 Collaborations**

- Continued collaboration with the Laguna Prevention Coalition (LPC) by attending monthly meetings and participating in LPC activities such as the annual Walk Down the Line.
- Collaborated with Laguna Behavioral Health Services, Laguna Police Department, Laguna Detention, Laguna Social Services, Laguna Family Services and Laguna Prosecutor's Office to prepare and submit the Pueblo's application to the Coordinated Tribal Assistance Program for 2012 which resulted in the Pueblo receiving \$1,483,833.
- Continued collaboration through the Laguna Advisory Board to review status of grants, work on grant applications, and work together on projects to address the public safety at the Pueblo of Laguna.

## **2012 Highlights**

- 226 new civil cases were filed in 2012 (as of 12/12/12) compared to 270 filed in 2011
- 510 criminal cases filed in 2012 (as of 12/12/12) compared to 474 filed in 2011
- 2,380 traffic cases filed in 2012 (as of 12/12/12) compared to 2,432 filed in 2011
- 53 juvenile cases filed in 2012 (as of 12/12/12) compared to 52 filed in 2010
- \$221,432 collected in fines, assessments, filing fees, court costs (as of 12/12/12)
- Publication of Public Record on a monthly basis in the Kukadze'eta newspaper

## **2013 Future Plans**

- Maintain and operate a judicial system under the laws of the Pueblo of Laguna throughout 2013
- Maintain an ongoing docket for all Courts
- Maintain & update staff credentials through training
- Finalize Standard Operating Procedures
- Conduct & improve outreach to the community
- Improve case record management

## Probation & Parole Services

### Mission

Supervise individuals released on bond, placed on pre-trial diversion or placed on probation or parole by the pueblo court to ensure compliance with all court ordered conditions. Provide offenders with rehabilitative services in the most effective manner.

### Scope of Work

The Probation & Parole Services consist of Adult Probation/Parole Services, Juvenile Probation services and the Laguna Community Wellness Court. The Probation & Parole Services provides services to Adults and Juveniles including monitoring those ordered to pre-trial supervision, probation, parole or alternative Probation & Parole Services. The Probation & Parole Services monitors compliance with rehabilitative services including counseling and classes, conduct office visits, home/school visits, urine drug and/or alcohol breath testing, and engage in case staffing with appropriate community service providers. Juvenile services also investigate and refer juvenile complaints to the Juvenile Prosecutor.

The Laguna Community Wellness Court is an alternative sentencing Program that incorporates intensive outpatient treatment, high level of supervision, and frequent contact with the Court. Adult services are part of the Wellness Court Team and participate in identifying and evaluating candidates. Adult services are responsible for providing supervision and case management to participants of the Wellness Court.

### Organizational Description

Number of Employees	4
Number of Laguna Pueblo Members	4

Employee	Title	Contact Number (505) Area Code	Email Address
Mark Dyea	Probation Manager	552-5844	madyea@lagunapueblo-nsn.gov
Thomasina Leon	Adult Probation Officer	552-5842	tleon@lagunapueblo-nsn.gov
Christopher Witt	Juvenile Probation Officer	552-5861	cwitt@lagunapueblo-nsn.gov
Marilyn Joe	Juvenile Probation Officer	552-5856	mjoe@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna	\$206,511.00

## **2012 Goals / Objectives / Status**

- Update and maintain Staff Certifications – Status: Achieved – Probation Officers Leon and Joe successfully complete the Tribal Probation Academy in June 2012 become fully certified Tribal Probation Officers. Entire Probation staff attended the American Probation Parole Association Winter Institute in San Diego, Ca. in February 2012 and the 13th National Indian Nations Conference: Justice for Victims of Crime in Palm Springs, Ca. in December 2012. Probation Manager Dyea and Officers Leon and Joe attend the 17th Annual National Association of Drug Court Professional Training Conference in Nashville, Tn. In May 2012. Officer Witt attended the Multi-Jurisdictional Conference in Green Bay, WI. In November 2012.
- Update and Implement Probation SOP's – Status: Pending – Probation SOP's are being reviewed and changes are being identified. This goal will be carried over to 2013 and is anticipated to be complete by 12/31/2013.
- Increase Officer Safety Training and Tools – Status: Achieved – Probation Officer Witt attended Defensive Tactics Training in Appleton, WI. in March 2012 and Advanced Probation Officer Training in Appleton, WI. in April 2012 where he obtained Taser Certification. Probation Officer Leon also obtained Taser Certification during the Tribal Probation Academy. The needed safety equipment needed to further increase Officer safety has been identified and pending budget approval will be purchased in 2013.
- Have Probation Services added to the Criminal Code – Status: Achieved - The expanded definition of the duties, authority, and jurisdiction of Probation & Parole Services was added to the Laguna Code on December 3, 2011 as well as PLC 15-14-21 Probation / Parole Violation which makes violating conditions of probation a criminal offense.
- Obtain safe, reliable Program vehicle – Status: Pending – A vehicle was identified and a capital request was submitted to the Administration and is pending final approval for purchase.

## **2012 Accomplishments**

- In June 2012 Officers Leon and Joe successfully completed the Tribal Probation Academy and became fully certified Probation Officers. With Officers Leon and Joe becoming certified the Pueblo of Laguna now has four fully certified Probation Officers for the first time in history.
- Officers Leon and Witt received Taser certification which is also a first for the Pueblo of Laguna.
- 2012 was the first full year of operating the Alternative Supervision Program (ASP). During 2012 the 9 SCRAMx units that make up the ASP monitored individuals for a combined 2,703 days total (As of December 13, 2012). Of those monitoring days 2,509 were monitoring adults and 113 days were monitoring juveniles. The cost for housing these individuals, according to housing figures provided by Detention Commander Emanuel, would have cost the Pueblo \$136,072.00. The cost for monitoring these same individuals through the ASP was \$14,325.90, a savings of \$121,746.10.

## **2012 Challenges**

The most significant challenge facing Probation & Parole Services during 2012 was the significant increase in the number of individuals that have received services through Probation & Parole Services. Probation & Parole Services has provided services to over 8,000 individuals during 2012 and currently has a caseload of 191 adults and 30 juveniles on formal supervision and additional 45 juveniles on Informal Supervision. The cause for the increase in services being provided is that individuals are committing more serious crimes and/or are receiving longer periods of supervision. During 2012 we have received a significant number of requests for the ASP, but unfortunately we do not have the equipment available to meet this demand.

## **2012 Collaborations**

- Laguna Behavioral Health Services – Community Wellness Court
- Laguna Detention Center – Drug and Alcohol Testing; ASP
- Cibola Counseling – Courtesy Testing
- State Probation – Courtesy Supervision

## **2013 Future Plans**

- Update and maintain Staff Certifications – Officers attend APPA Winter Institute; NADCP National Conference, as well as identify additional trainings to develop and enhance skills.
- Increase Officer Safety – Obtain equipment and tools to increase the safety of Officers in the field.
- Develop MOA/MOU with outside jurisdictions to improve client compliance and ensure needs are being met.
- Complete SOP revisions and updates.
- Expand Probation & Parole Services to meet the needs of clients.





# Prosecutor

## Mission

The mission of the Laguna Pueblo Prosecutor's Office is to seek justice, to serve justice, and to do justice while honoring and reinvigorating the Laguna way of life. In order to support an environment of safety, security and lawful behavior for the community of the Pueblo of Laguna, the Office will use lawful and reasonable methods to successfully identify, apprehend and prosecute those who commit crimes. When crime occurs, we will diligently pursue the arrest and conviction of those responsible, and at the same time respect all safeguards for the accused. This will be accomplished through cooperation with other law enforcement agencies, at the local, county, state and federal levels, and with the community as a whole. Our staff is committed to ensuring that victims and witnesses are treated with compassion and dignity. We also participate in various educational and public awareness programs to reduce crime throughout the Pueblo and provide an atmosphere of cooperation, confidence and mutual respect.

## Scope of Work

The Office of the Prosecutor is part of the Pueblo of Laguna Court and is under the administrative direction of the Governor. The Prosecutor is responsible for the enforcement of the Pueblo of Laguna Criminal Code, Children's Code, and violations of various civil provisions throughout the code. The Chief Prosecutor and Juvenile Prosecutor are state licensed attorneys and are also licensed to practice law in the Pueblo of Laguna Court. Our service is to the Pueblo of Laguna Pueblo Council and in turn the community at whole.

The Office of the Prosecutor is an essential part of the pueblo government and serves as an important forum for insuring public health and safety and preserving the political integrity of the Pueblo of Laguna.

## Organizational Description

Number of Employees	Four (4)
Number of Laguna Pueblo Members	Two (2)

Employee	Title	Contact Number (505) Area Code	Email Address
Carlos Pacheco	Chief Prosecutor	552-5863	cpacheco@lagunapueblo-nsn.gov
Mary Ahan	Juvenile Prosecutor	552-5862	mahan@lagunapueblo-nsn.gov
Gwen Kasero	Crime Victim Advocate	552-5849	gkasero@lagunapueblo-nsn.gov
Christine Sarracino	Administrative Assistant	552-5855	csarracino@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna	\$253,839
Tribal Youth Grant	\$257,422
U.S. Department of Justice JAG Grant	\$75,506

## 2012 Goals / Objectives / Status

- Goal: Prosecute violations of the Pueblo of Laguna Code and hold offenders accountable for their actions. Objectives: Provide compassionate treatment for victims of crime; Promote and foster collaboration with law enforcement and other public service agencies; Provide adult and juvenile offenders of alcohol and drug related offenses with services. Status: Victim's Bill of Rights and SOP's for victim notification accomplished. Law Enforcement Trainings held. Participated in and led Child Protection Team. Recommended appropriate offenders to apply with Wellness Court. Attended trainings to keep current with innovative and creative ways to address alcohol and drug-related crimes.
- Goal: Create a community justice model partnering citizens, community groups, and law enforcement to maintain a safe and productive community. Objectives: Create a Juvenile Wellness Court/Diversion Program; Develop community prevention and education; Participate in Laguna Advisory Board. Status: Created a Juvenile Wellness Court/Diversion Team, coordinating with Village Mayordomos to incorporate a traditional component. Held community information sessions. Hosted training for law enforcement. Attended Mayordomo Association meetings. Participated in Laguna Advisory Board Meetings.
- Goal: Create a legislative committee that focuses on drafting or amending new laws for the Pueblo of Laguna Code. Objectives: Develop a memorandum or SOP; Meet with other groups and community members to get new recommendations; propose legislation to Council. Status: Developed a process for the legislative committee to operate. Solicited input from community members regarding legislation. Proposed legislation to Pueblo Council.
- Goal: Implement and enforce newly adopted Child Protection and Safety Act. Objectives: Sponsor Community Education Sessions; Ensure SORNA laws are enforced. Status: Held community information sessions. Attended an information session with Kiva leadership. Worked with law enforcement to arrest SORNA violators and coordinated for the proper prosecution.

## 2012 Accomplishments

- Prosecuted over 500 adult criminal cases, 16 Child in Need of Care cases, 50 Juvenile cases (formal charges filed), 50 Juvenile cases (informal charges filed).
- Completed Development of Juvenile Healing to Wellness Court
- Held trainings for Law Enforcement regarding Domestic Violence and Wellness Court
- Juvenile Prosecutor obtained certification as a Mediator

- Facilitated SORNA compliance through coordination with law enforcement, information sessions, and prosecution in the Courts
- Developed a protocol for taking Juvenile offenders into custody
- Assisted in the coordinated efforts to obtain funding for the Wellness Court

## **2012 Challenges**

- Two prosecutors with extremely large caseloads that are well above what a Prosecutor should have
- In addition to large caseloads, the Prosecutors take on additional responsibilities beyond prosecution of crimes
- The Prosecutors Office was not awarded a CTAS grant for 2012
- Limited funding that is anticipated to decrease
- A shortage of treatment and rehabilitation options for juveniles
- Addressing adult recidivism

## **2012 Collaborations**

- Monthly Child Protection Team meetings with law enforcement, BIA, Laguna Social Services, and other stakeholders
- Participation with the Courts, Public Defender, Behavioral Health, and Probation for the Wellness Court program (weekly participation).
- Cibola County Juvenile Justice Advisory Committee (Monthly meetings).
- Weekly and Monthly involvement in collaboration in development of Shishots as core team member
- Monthly participation in the Laguna Advisory Board
- Multi-Disciplinary Team meetings on an as-needed basis
- Attendance at Department of Justice consultations
- Regular collaboration with Law Enforcement on investigation and filing of Criminal Complaints for prosecution
- Met with Mayordomo association on at least one occasion
- Met with Kiva leadership on at least one occasion
- Collaboration with BIA, FBI, and US Attorneys on a case by case basis
- Meet with victims of crime regularly to help guide them to appropriate services and prepare them for upcoming Court matters

## **2013 Future Plans**

- Plans: Prosecute violations of the Pueblo of Laguna Code and hold offenders accountable for their actions Goals: Provide compassionate treatment for victims of crime; Promote and foster collaboration with law enforcement and other public service agencies; Provide adult offenders of alcohol and drug related offenses with services; Provide mediation in cases involving bullying and other offenses involving youth-on-youth offenses Objectives: Prosecute violators of the Pueblo of Laguna Code in a fair and consistent manner while providing victims of crime with compassionate treatment and developing alternatives to incarceration.

- Plans: Create a community justice model partnering citizens, community groups, and law enforcement to maintain a safe and productive community. Goals: Implement a Juvenile Diversion program; Provide community prevention and education resources; Participate regularly in Laguna Advisory Board Objectives: Foster community involvement and improved cooperation with law enforcement to prevent crime rather than respond to it.
- Plans: Drafting or amending new laws for the Pueblo of Laguna Code according to Council's prioritization Goals: Amend the Children's Code; Amend the Criminal Code; Obtain recommendations from community members and other groups regarding legislation; Propose legislation to Pueblo Council; Propose Rules of Evidence to Council Objectives: Improve the Pueblo's legal system by further developing both the Children's Code and Criminal Code, utilizing community members. Adoption of Rules of Evidence will further this objective and complete the process for adoption of the Tribal Law and Order Act, giving enhanced sentencing authority.

# Public Defender

## Mission

The mission of the Office of Public Defender is to provide quality legal services to adults and juveniles in criminal cases and limited types of civil cases in the Pueblo Court of the Pueblo of Laguna.

## Scope of Work

The Office of Public Defender is part of the Laguna Pueblo Court, and is under the administrative direction of the Governor. The Public Defender provides legal services at no cost to adult defendants in criminal actions and juveniles in delinquency actions where the defendant may be sentenced to at least six months incarceration and other types of cases where there are concerns about liberty interests, such as termination of parental rights proceedings, and involuntary mental health commitment proceedings. The person employed as the Public Defender is a state licensed attorney and licensed to practice law in the Laguna Pueblo Court. The recently hired Public Defender is Theresa Gomez.

Legal services consist of representation, consultation and advocacy in the Pueblo Court at arraignments, pre-trial hearings, bench and jury trials, probation revocation hearings, motion hearings, sentencing's, and appeals to the Pueblo of Laguna Court of Appeals. During legal representation the Public Defender drafts and reviews written pleadings such as complaints, motions, memorandum of points and authorities, sentencing reports, probation revocation reports, and appeal briefs and conducts legal research on various legal issues. The Public Defender also interviews clients and witnesses and reviews evidence in preparing a defense or resolution of cases before the Pueblo Court.

As to the number of cases handled by the Public Defender, overall it is estimated that in the Pueblo Court there will be approximately 510 criminal complaints, 60 juvenile delinquency proceedings, and 3 – 10 termination of parental rights proceedings filed. It is estimated that the Public Defender will either represent or provide legal advice to approximately 500 of those individuals. This estimate is based on the Public Defender providing legal services to individuals in those types of proceedings except those facing very minor criminal charges, hiring private attorneys, or being denied Public Defender services because a conflict of interest occurs which prevents the Public Defender from such representation.

Based on past and current Public Defender practices, it is estimated that the Public Defender carries approximately 100 – 200 open cases. Of those it is estimated that the majority are criminal cases but there will be 10 – 20 juvenile cases, 3 - 10 termination of parental rights and involuntary mental health commitment cases combined, and 1 or 2 cases on appeal to the Court of Appeals of the Pueblo of Laguna.

## Organizational Description

Number of Employees	2
Number of Laguna Pueblo Members	0

Employee	Title	Contact Number (505) Area Code	Email Address
Theresa A. Gomez	Public Defender	552-5859	tgomez@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna	\$117,462.00

## 2012 Goals / Objectives / Status

- Goal. Provide quality legal representation to clients. /Objective. Ensure that Public Defender clients are treated fairly in the Pueblo Courts. /Status. The Public Defender continues to provide competent, professional representation of individuals in the Pueblo Court, and continues to assist those that need an attorney to find legal representation when the Public Defender is unable to provide services.
- Goal. Improve the justice system and support and educate the Pueblo of Laguna. /Objective. Collaborate with others in order to provide alternatives to jail, find and apply for grants, and educate the community. /Status. The Public Defender participates in Wellness Court, an alternative to jail focusing on addictions, works on legislation, does community outreach, and participates on the Laguna Advisory Board.

## 2012 Accomplishments

- Continued to participate as a member of the Wellness Court team which provides an alternative to jail to those seeking to get out of the criminal justice system through sobriety.
- Communicated with attorneys licensed to practice in Pueblo Court regarding standards of practice.
- Continued to organize a filing system in order to maintain accurate statistics of Public Defender cases, which is essential for annual budget purposes and grant applications.
- Attended meetings of the New Mexico Pueblo State Judicial Consortium, which is an organization of Pueblo and state judges whose purpose is to address issues regarding jurisdiction and sovereignty.
- Attended trainings on improving Wellness Court and understanding addictions, and provided training on public defender services in Pueblo Courts and collaboration practices used in the Laguna Advisory Board.
- Completed annual legal education classes which are required in order for the Public Defender to continue to be licensed to practice law in the Laguna Pueblo Court and the New Mexico courts.
- Provided input to the Pueblo Prosecutor, and the Pueblo Council Staff Attorney during the implementation process of the new Pueblo of Laguna SORNA ordinances.
- Assisted in drafting Pueblo Court Rules of Criminal and Civil Procedure.

- Assisted in drafting Pueblo of Laguna Probation Resolution and Ordinance clarifying the role of probation officers.
- Participated in two community presentations and a presentation to the Mayordomos Association and to the Staff Officers and Pueblo Council.

## **2012 Challenges**

- Develop a system whereby persons eligible for Public Defender services will receive legal assistance regardless of whether the Public Defender is prevented from personally doing so due to a conflict of interest. This requires the Public Defender to work with private attorneys, the University of New Mexico Law School student law clinic, and the New Mexico Legal Aid Santa Ana Office.
- Try to ensure that when someone seeks advice from the Public Defender even if that person does not have a criminal case pending that they either receive legal advice or are directed to someone who can provide legal advice or representation. This is to address the individuals who often contact the Public Defender on non-criminal legal matters simply because they do not know where else to go. This requires maintaining regular communications with the legal aid groups throughout New Mexico in order to remain updated as to the types of assistance that they provide.

## **2012 Collaborations**

- For purposes of providing a more effective and a fair judicial system, the Public Defender will continue to collaborate with other offices such as the Pueblo Prosecutor, Pueblo Probation Services, the Criminal Court, and the Pueblo of Laguna Detention/Police Department on projects throughout the year, in particular as a member of the Laguna Advisory Board and the Legislative Committee.
- The Public Defender participated as a Wellness Court team member. The Wellness Court was established as a court that would provide an alternative to jail to individuals who face criminal charges, and who have a substance abuse problem, and want assistance in becoming sober and maintaining sobriety.
- Contacts were maintained with private attorneys, the University of New Mexico Law School, and the New Mexico State Public Defender Department in order to discuss and review mutual criminal and jurisdictional issues.

## **2013 Future Plans**

- Continue to maintain Public Defender quality legal representation.
- Continue to collaborate with other involved professionals and staff in order to improve the Pueblo of Laguna judicial system, including rules of procedure.
- Develop an outreach plan in order to educate the public about the Pueblo of Laguna judicial system.
- Develop an effective strategy for handling conflicts of interest. This would involve getting private attorneys, New Mexico Legal Aid, and/or the University Of New Mexico School Of Law to commit to handling some criminal cases in Pueblo Court on a volunteer basis, and would also involve exploring the possibility of hiring one or two private attorneys through contract to represent individuals on conflict cases. This

would also involve seeking funding through grants and other sources including the Pueblo of Laguna.

- Expand the Wellness Court by encouraging more individuals to apply since there are a large number of individuals charged with crimes who have substance abuse problems with which they would like help.
- Develop a plan and funding proposal for expanding the Office of the Public Defender to include secretarial, paralegal, and/or investigator support, and consultation with experts, such as psychologists, as needed.
- Become more familiar with the grant application process and seek grant funding for any plans/goals/objectives that involve the need for funding.
- Assist in developing a trial scheduling system that is more efficient and timely
- Develop a record keeping system that ensures discovery deadlines are met



# Pueblo Operations

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## Chief of Operations

### Mission

The mission of the Chief of Operations Office is to increase the quality and quantity of services essential to meet the needs the Pueblo of Laguna membership and communities to assist in improving the quality of life across the Pueblo.

Workforce Excellence vision: “We are a workforce passionately pursuing excellence. We are one heart, one mind, honoring and reinvigorating the Laguna way of Life.”

### Scope of Work

The Chief of Operations develops appropriate strategic directions and controls for all operations that promote accomplishing goals and objectives and the effective and efficient operations of all Departments and Programs specifically under his authorities and within his responsibilities. To align, focus and motivate personnel to achieve performance goals through programmatic assessment and performance standards that promote and result in continued improved operations. To identify, secure, and allocate resources that promotes and allows the achievement of the Chief of Operations Office mission. In addition, the Chief of Operations assists in the direction and management of the executive functions of the Pueblo government as directed by the Council, Staff Officers, and Governor.

The Chief of Operations is responsible for the Pueblo of Laguna Capital Improvement Plan Process that assists the Council in its annual appropriations of funds from the Debt Service Fund to meet infrastructure needs within the community. The Chief of Operations has been delegated the authority and responsibility for the Pueblo wide efforts to improve and repair the water and wastewater systems within all six villages.

### Organizational Description

In accordance with the current Pueblo organizational structure and approved position description, the Chief of Operations is under the general direction of the Governor. The Chief of Operations supervises one Executive Assistant and the Pueblo Department Directors (Administrative Services, Community Health and Wellness, Environmental and Natural Resources, Public Works and Public Safety).

Number of Employees	2
Number of Pueblo of Laguna Members	2

Employee	Title	Contact Number (505) Area Code	Email Address
Jim Hooper, Jr.	Chief of Operations	552-6654	jhooper@lagunapueblo-nsn.gov
Renee Bautista	Acting Executive Assistant	552-6654	rlbautista@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
General Fund Budget	\$188,879

## 2012 Goals / Objectives / Status

- All departments and programs under the COO submitted a final report on their FY 2011 goals and objectives to the Budget and Finance Committee in March 2012.
- All departments and programs under the COO submitted a mid-year report on their goals and objectives status as of June 30, 2012 to the Budget and Finance Committee in August 2012.
- COO and Department Directors provided the status of the goals and objectives to the Budget and Finance Committee prior to the FY 2013 budget process.
- Increased federal contracting including a PL 93-638 contract with the IHS for the Public Health Nursing program.
- Identified and hired Construction Project Management Consultant to assist with all water/wastewater projects and other construction projects as needed.
- Implemented construction of the USDA RD Pueblo of Laguna Water/Wastewater loan grant project. Awarded five contracts for all six villages for the water improvement and replacement project.
- Received six USDA RD Native American Set-A-Side grant awards for wastewater projects in all six villages totaling \$6,069,000.
- Advertised and received approval to award six construction contracts under the Native American Set-A-Side grants for wastewater projects in all six villages.
- Conducted several Workforce Excellence meetings with supervisors throughout the year. Conducted follow up WE survey for all employees which demonstrated improved focus on the core and workforce values.
- Worked on identification and recommendations of delegated authorities to improve effectiveness and efficiency at the administrative level.
- Developed a proposed listing of essential governmental services and provided to the Budget and Finance Committee.

## 2012 Accomplishments

- The Chief of Operations is responsible for the Pueblo of Laguna Capital Improvement Plan Process that assists the Council in its annual appropriations of funds from the Debt Service Fund to meet infrastructure needs within the community.
- Secured Council approval of the FY 2013 CIP projects in the amount of \$3,579,355.

- Closed two New Markets Tax Credit transactions in 2012: July 2012, closed \$23 million dollar NMTC transaction resulting in \$5.1 million in proceeds to be used on the water/wastewater project. September 2012, closed \$7.1 million NMTC transaction resulting in an additional \$1.4 million to be used on the water/wastewater projects.
- Developed and submitted an FY 2011 grant loan application to the USDA Rural Development office. Received approval of an FY 2011 grant loan in the amount of \$2,850,000. Pending approval from USDA.
- Developed and submitted four grant applications to the USDA Rural Development Native American Set-A-side Program for wastewater infrastructure repairs and improvements in four villages totaling \$4,000,000.
- Completed the Construction of the Kawaika Senior Center in July 2012 with a certificate of occupancy issued in August 2012.
- Completed consultation meetings with NMDOT and Laguna Development Corporation for alternatives for the I-40 Exit 140 Interchange Project at Rio Puerco. Project design completed in 2012 with construction to begin in 2013.
- Submitted an application to the USDA RD Community Facilities Program totaling \$34 million dollars for the construction of the Pueblo of Laguna Integrated Justice Center.
- Submitted the FY 2012 USDA RD Loan/Grant Application for the balance of the wastewater project funding.

## **2012 Challenges**

- Implementing the terms and conditions of USDA RD regulations and New Markets Tax Credits requirements and consolidating all into several projects. Oversight of the two Limited Liability Companies created by the Pueblo for the NMTC transactions.
- Continuing to work on the priorities and additional tasks associated with the long term expectations.
- Identification of sufficient funding to repair and improve the wastewater systems of the Pueblo of Laguna within all six villages.
- Identification of the most effective ways of communication with the workforce, the leadership, and the people within the community.

## **2012 Collaborations**

- The COO office continued to collaborate with all departments, programs, offices, and entities of the Pueblo.
- Continued collaboration with federal, state, and local agencies as needed.

## **2013 Future Plans**

- Complete construction of the USDA water/wastewater projects, schedules A to E.
- Implement construction of the six USDA wastewater projects within all six villages.
- Complete construction of the six Native American Set-A-Side wastewater projects.
- Continue to search and secure funding to complete the entire repair and improvement of the Pueblo's wastewater system.
- Begin construction of the NMTC water/wastewater projects.

- Complete review and assessments of the status report of the December ending FY 2012 goals and objectives for all departments and programs under the COO.
- Incorporate the goals and objectives into the department directors and program managers' evaluation mechanism.
- Incorporate the final status report on the FY 2012 goals and objectives and a midyear review of FY 2013 goals and objectives into the next budget cycle.
- Continue efforts of the Workforce Excellence standard.
- Identify delegation of authorities that improve efficiency within the Pueblo governmental structure.
- Complete the design of the 96,000 square foot Integrated Justice Center.
- Identify financing opportunities to construct the Integrated Justice Center.
- Work the Governor, Staff Officers, and Council to define essential governmental services for the Pueblo of Laguna.

# Administrative Services Department

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## Administrative Services Director

### Mission

The Administrative Services Director provides coordination of all Administrative Services programs to ensure effective and efficient administrative and technological support to the Pueblo of Laguna governmental programs through excellent customer service.

### Scope of Work

The Administrative Services Director provides leadership and support to all programs within the Administrative Services Department including:

- Administrative Support
- Employment Compliance
- GIS / GPS
- Grant Writer
- Human Resources
- Information Technology
- Laguna Public Library
- Mail Room Services
- Planning

The Administrative Services Department is a key component to ensuring the success and effectiveness of the Workforce Excellence priority by engaging and promoting the effort throughout the organization.

### Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	1

Employee	Title	Contact Number (505) Area Code	Email Address
Jaye Chissoe	Director	552-6654	jchissoe@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
General Fund	\$268,028 (Administrative Support, Director, Grant Writing Office, Mail Room Services)

## **2012 Goals / Objectives / Status**

- Hired Administrative Services Director – April 2012
- Coordinate, finalize, approve and implement Standard Operating Procedures for all programs within the department
- Redesign of department for streamlining of goals and functions
- Reorganize, expand and develop the department to meet the goals and needs of the Pueblo of Laguna
- Ensure customer service focused goals are implemented by all programs
- Represent the Pueblo of Laguna to the community and others with regards to the Pueblo's Administrative Services programs

## **2012 Accomplishments**

- Hired a Department Director – April 2012
- Redesigning department for streamlining of goals, functions, administration
- Assisted with the Workforce Excellence initiative and in its transition into a general expectation
- Developed listing of essential governmental services for the department

## **2012 Challenges**

- Filling key management positions within the department
- Building capacity within the department

## **2012 Collaborations**

- The department staff collaborates with all departments, programs, offices, and entities of the Pueblo.
- Worked in collaboration with federal, state, and local groups as needed

## **2013 Future Plans**

- Implementation of departmental redesign
- Analysis of internal operational efficiency
- Exploration of additional funding opportunities
- Focus on workforce excellence values

## Employment Compliance Program

### Mission

The mission of the Pueblo of Laguna's Employment Compliance Program is to promote the hiring of qualified Pueblo of Laguna Tribal Members and other Native Americans in the community for construction work performed within the Pueblo. The program ensures contractors are in compliance with the Pueblo's Indian Preference Act.

### Scope of Work

In accordance with the Pueblo of Laguna Indian Preference Act all affected contractors who are working on the Pueblo provide employment to Laguna's and / or Native Americans through an Indian Employment Compliance Plan (IECP). Contractors must submit an ICEP to the Employment Compliance Manager (ECM). The IECP consists of a list of Indian eligible positions and how the contractor proposes to ensure Indian's are hired for the construction projects. If the IECP does not promote the hiring of eligible Indians, the plan is not approved. If the contractor does not submit an IECP, they are determined to be out of compliance and are reported to the Contracting Officer. The Contracting Officer has the authority to shut down a construction project if the contractor is deemed out of compliance.

The Employment Compliance Program maintains a database of Laguna's and other Native American's within the community. This database includes their skills-sets and work experience. The program sends this list of applicants to the contractors and the contractors contact the applicants directly. Individuals who wish to be in the database can fill out a Pueblo of Laguna Job Skill Application. Applications are available at the Administrative Offices temporary located at the Mesita Building or the Pueblo of Laguna Utility Authority. The Compliance office also has information regarding the program's procedures on file in the office.

### Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	1

Employee	Title	Contact Number (505) Area Code	Email Address
Kathleen Smith	Employment Compliance Manager	552-7021	ksmith@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo	Included in the 2012 HR Budget

## **2012 Goals / Objectives / Status**

- Hired an Employment Compliance Manager - Kathleen Smith
- Development of the Employment Compliance Office
- Development of the Indian Preference / Employment Compliance Procedures
- Development of a Database of all Job Skills Applications submitted to Employment Compliance Program

## **2012 Accomplishments**

- Employment Compliance Manager hired July 18, 2012.
- Pueblo of Laguna Indian Preference / Employment Compliance Procedures developed and were approved in August 2012
- Data entry and up keep of Database, 130 applicants are currently on the database

## **2012 Challenges**

- Identifying best practices for the program

## **2012 Collaborations**

The Employment Compliance Program continued to collaborate with all Pueblo Departments, Programs, Entities, and Contractors.

## **2013 Future Plans**

- Revising and updating procedures
- Networking with other Tribal Employment Rights Offices (TERO) and attend trainings in regards to TERO
- Visit other Tribal TERO to better develop program
- Inform the Entities of the ECP and the Indian Preference Act and how it will impact their construction projects
- Utilize local paper and host job fairs for upcoming construction projects to recruit qualified pueblo members for construction projects and continue to promote the hiring of those pueblo members and Native American's
- Work with Contractors requesting Native American applicants for contract work around the state



## GIS / GPS

### Mission

The Pueblo of Laguna's GIS/GPS Program promotes the integration of GIS technology into the Pueblo's business practices to improve government services, enhance the ability to find and compile spatial information, and facilitate data collections and analysis which shall aid in making better informed decisions by mapping Pueblo infrastructure.

### Scope of Work

Integrate electronic & paper maps, aerial photography, and geographic data into Geographic Information System (GIS), maintaining a Pueblo-wide geographic database. Develop & monitor adherence to standards for inclusion of data in the GIS. Digitally map locations in the field using Geographic Positioning System (GPS) equipment. Provide support to pueblo departments & entities in preparing electronic & paper maps. Provide GIS training and guidance to pueblo departments & entities.

### Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	0

Employee	Title	Contact Number (505) Area Code	Email Address
Denise Price	GIS Manager	552-1203	dprice@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo (100%)	\$121,879

### 2012 Goals / Objectives / Status

- The GIS/GPS program is fully equipped with hardware and software. GIS software is obtained through BIA's contract with ESRI to provide federally recognized tribes with free GIS software.
- GPS of the new water line is being conducted by the GIS/GPS program on a weekly basis. This data collection shall continue until the water line installation is complete.
- The GIS database is currently being developed and updated. This is scheduled for completion at the end of 2013.
- Natural Resources staff collected GPS data for their rangeland inventory. Data collected this year was range roads, fences, drinkers, and windmills. This is scheduled for completion midway through 2013.

- Creating master road and fence feature dataset. This dataset is scheduled for completion by midway through 2013.

## **2012 Accomplishments**

- Topographic data collected from aerials flown in 2010 for all villages was completed in early 2012. Data includes road centerline, fences, structures, tanks, and driveways, just to name a few.
- Updated address wall map for fire and police department. Also created an address map book for fire and police department vehicles.
- Created an intranet website for Natural Resources staff to review the GPS data they collected for their rangeland inventory.
- Installed survey monuments for GPS work near Encinal and Paguate.
- Maps were produced for Public Works, Chief of Operations, Human Resources, Pueblo Member, Environmental, Natural Resources, Police and Executive Staff.
- Assisted with the new water line project by creating maps to be used for ROW permits to BIA and the State.

## **2012 Challenges**

- Configuring new GPS equipment to work with our existing equipment.
- Updating road centerline geometry with existing road centerline attributes.
- The GIS Manager also served in the capacity as the Network Administrator for the entire 2012 year.

## **2012 Collaborations**

- Collaborating with Natural Resources staff to collect and process GPS data for rangeland inventory.
- Collaborating with Planning's Address Technician to expand GIS skills into GPS data collection of the water line installation project.

## **2013 Future Plans**

- Conduct a GIS needs assessment with departments.
- Continue getting existing infrastructure into GIS.
- Continue providing GIS/GPS training when needed.

# Grant Writer

## Mission

The mission of the Grant Writer is to increase funding from outside sources to augment funding for the Pueblo of Laguna departments and programs. The program will achieve this mission by producing competitive proposals to federal, state, tribal and public grantor organizations and entities.

## Scope of Work

The Grant Writer shall implement strategies which assist department directors and staff in assessing immediate and long-term needs of the Pueblo membership. Such strategies will help strengthen the Pueblo's master plan and use the information to plan for new services or expansion of current program services. The Grant Writer also increases the effectiveness of departments and programs in obtaining grants and contracts from federal sources, state sources and public or private philanthropic foundations.

## Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	0

Employee	Title	Contact Number (505) Area Code	Email Address
Malcolm Bowekaty	Grant Writer	552-5778	mbowekaty@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna (100%)	Included in the 2012 Administrative Services Department Budget

## 2012 Goals / Objectives / Status

- Obtain outside funding and revenue stream for the Pueblo of Laguna to reduce burden and reliance on pueblo funds. The program actively assists Department Directors and Program Managers in developing, completing and submitting grant applications to federal and state entities and in preparing grants for the Pueblo Council approval process and the external grant application systems.
- Determine the need in the organization/community. The program compiled data on population, social economic data (SES), reservation information and community needs and began providing technical assistance and grant writing services to all five (5) Pueblo departments.
- Provide funding sources for Capital Infrastructure Planning process projects.

- Develop a self-education plan to learn services, needs and protocols on the Pueblo Organization in relation to grant writing. assessment: grant writing opportunities.
- Develop and maintain network of funding sources. Started contacts with DHHS, USDA, Commerce-EDA, DOI, and DOJ. Met with New Mexico regional staffs from these departments. Federal Budget approval and continuing resolutions have prevented full RFA/RFP releases, anticipate more federal RFA/RFP's releases in January 2013.
- Provide technical assistance to the POL Directors and Program Managers in all phases of grant writing.
- Communicate with all Directors and Program Managers, the role of the Grant Writer and offer technical support. Slow deliberate steps at getting around comfort levels and acceptance of Grant Writer position.
- Liaison with Grantors on grants not yet assigned to an Accounting Technician or Director. Accounting staff very good at sharing information and seeking background documents. A very good working relationship has been established.
- Developed and secured approval for the Standard Operating Procedures (S.O.P) for the office. Fully develop a grant writing office to serve government services and pueblo members on grants or contracts.

## **2012 Accomplishments**

- Submitted eleven (11) proposals valued at \$8,022,215.00 covering both federal and New Mexico funding sources. Successfully secured five (5) awards valued at \$2,123,833 from federal and state entities.
- Other team efforts valued at \$600,000 of which all were awarded.
- The program has built awareness of the benefit of the Grant Writing program among the departments and programs.
- Public Works and Planning Department have excellent staff that enabled good recommendations by New Mexico Environmental Department Capital Outlay Engineers to advocate full RFP submissions for two projects- Rodeo Road Construction and a Master Planning Project on Parks, Playgrounds and Recreation Centers for the six Villages. The team effort secured final allocation of funds.
- Started preliminary work on 2013 Administration for Native Americans (ANA) application on Language Development and Preservation. Working closely with Laguna Department of Education and Pueblo Cultural Education Program. Input needed from interested parties and pueblo members.
- Reviewing interest and objective for ANA Social and Economic Development Strategies RFP.

## **2012 Challenges**

- Developing a grant writing training program for staff who may be interested in learning this skill set and assist other departments or programs.
- Finding and ensuring RFP's that meet Pueblo of Laguna priorities and services will be a continuing challenge. Getting program managers and directors to support such endeavors.

- Keeping abreast of federal and state RFA and RFP's that are being released after budget restrictions are lifted.
- Continuing improvements and refining in the Pueblo's grant writing procedures and processes.

## **2012 Collaborations**

- Local meetings with federal departments. USDA Rural Development and Pueblo of Laguna staff gave a good orientation to programs and key personnel at the USDA New Mexico office.
- Attended New Mexico Indian Affairs Department "Tribal Infrastructure Funds" orientation session in Farmington. Attended NM Capital Infrastructure Conference in Taos, NM
- Attended meetings with Laguna Advisory Group for Pueblo Courts, PWS on crossover facility and services complexes. Planning and Development had excellent overview of Capital infrastructure Planning and funding prioritization in relation to Pueblo Courts.
- Direct and indirect assistance to all departments on grant applications and contract management.
- Meetings with Northwest New Mexico Council of Governments (NWNMCOG) on their role and interaction with Pueblo of Laguna. Got to know staff and projects that may benefit the Pueblo of Laguna. Will start coordinating on funding opportunities and during NM legislative sessions, and keep us informed on our capital Outlay Priorities.

## **2013 Future Plans**

- Provide technical assistance with Grant applications on infrastructure need for the Pueblo. Seek road construction and Integrated Justice facility funds from all sources
- Assist Public Works on NM Tribal Infrastructure Fund application to secure funding for L-501 and St. Joseph Boulevard road reconstruction.
- Research funding sources for a Tribal Historic Preservation Office, cultural and heritage resources preservation and NAGPRA funding.
- Recruiting staff to become trained in grant writing and attend grantor sponsored trainings on grant applications.
- Conduct Quarterly orientation with program managers at all levels for a more comprehensive understanding of program needs.
- Review New Mexico State Government RFP releases for congruency with Pueblo of Laguna priorities.
- Continue community involvement processes on proposals requiring community input and collaboration



## Human Resources

### Mission

The mission of the Pueblo of Laguna's Human Resources Office is to provide prompt, courteous, and professional services to the Pueblo of Laguna employees and community members by maintaining a labor force and work environment which is conducive to the goals of the Pueblo of Laguna and the Pueblo Council Priorities Initiative including the commitment to the Workforce Excellence Standard. The Human Resources Office shall safeguard the interests of the Pueblo by effectively and efficiently carrying out the responsibilities of the Office.

### Scope of Work

In accordance with the current Pueblo organizational structure, under the general direction of the Human Resources Manager, the Human Resources Office is responsible for the development, maintenance, implementation, orientation, and training on POL personnel policies and employee benefits package. All personnel policies must be balanced between employer and employee priorities, protecting both interests and creating and maintaining an employment environment conducive to the Pueblo's goals and objectives. The Human Resources Office contributes to effective pueblo government operations by ensuring the integrity of the recruitment and hiring processes by conducting background investigations which are in line with personnel policies and other mandated requirements. The Human Resources Office assists all pueblo programs in the development and approval of job descriptions by conducting in depth reviews of proposed and existing positions and facilitates the position grading system for all positions. The Human Resources Office prepares and secures appropriate approvals of all required employee transaction documentation, maintains official personnel records, assists employees in adhering to policy requirements, and maintains a well-balanced employee and employer working relationship.

### Organizational Description

Number of Employees	3
Number of Laguna Pueblo Members	2

Employee	Title	Contact Number (505) Area Code	Email Address
Ray Jojola	HR Manager	552-5799	rjojola@lagunapueblo-nsn.gov
Melanie Sarracino	HR Generalist II	552-5785	msarracino@lagunapueblo-nsn.gov
Sue Tapia	HR Generalist I	552-5784	stapia@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo	\$576,013

## 2012 Goals / Objectives / Status

- Complete and have an approved Personnel Policy Manual. The Pueblo Council approved the formulation of the Policy Review Committee and the committee has been meeting regularly since 2011. The revised policy manual was approved by Council on December 15, 2012.
- Development of an Employee Assistance Program to provide employees with a safe environment in which they are able to deal with personal problems that might adversely impact their work performance, health, and well-being. This will be made available to all pueblo employees and their household members. Program start date, January 1, 2013.
- Development of an Indian Preference / TERO Office to promote self sufficiency of the Pueblo and its members by implementing an Indian preference policy, mandated by the POL Indian Preference Code. Program in place, Kathleen Smith is the manager.
- Development of recruitment tools and strategies that attract qualified Pueblo members and promoting pueblo members within pueblo government operations. This has been an ongoing initiative and will continue through 2013.

## 2012 Accomplishments

- A basic wage survey was conducted in 2011 and early 2012. Final Compensation Plan and policy included in the Personnel Manual and was approved by the Pueblo Council on December 15, 2012.
- Personnel Policy Manual completed and approved on December 15, 2012.
- The Workforce Excellence initiative is now a sustained employee standard with the core values and workplace values reflected in work practice and work performance being a priority.
- Human Resources Manager hired June 13, 2012.
- Employment Compliance Manager hired July 18, 2012. Program in place.
- Employee Assistance Program, The Solutions Group approved as vendor and will be in place January 1, 2012.

## 2012 Challenges

- Work on the Personnel Policy Manual and getting it prepared suitable for approval was time consuming and took longer than anticipated.
- Some key positions were difficult in filling due to limited applicant pool. Still trying to fill the IT Manager and Contracts / Grants Manager positions.

## 2012 Collaborations

The Human Resources Office continued to collaborate with all Pueblo Departments, Programs, Offices and Entities.



## 2013 Future Plans

- Institutionalize and administer the revised personnel manual that will include the procedures defining the administration and application of the revised personnel policies. Employees will be educated and trained on all key policies that require uniform and consistent application. Training on key policies and procedures will be complete NLT March 31, 2013. Training on all policies and procedures complete NLT June 30, 2013. Allows managers and supervisors to acquire skill set necessary in sustaining accountability.
- An Employee Handbook will be developed and distributed to all employees and new hires NLT June 30, 2013. Provides pueblo employees with a reference guide defining key personnel policies and procedures sustaining accountability for conduct and performance.
- Development of a comprehensive and well defined Performance Management system where pay is linked to performance. Continue periodic review of wage survey data to remain current with market trends for various job classifications. Use various sources of survey results to determine the type of compensation and benefits structure change that should be made, if any.
- Implement the Performance Management Policy, Procedure and Evaluation tool. Training will be conducted throughout 2013. To ensure the change from the previous performance management system is seamless, all employees will need to become familiar with the process and the expectation of compliance. To adequately address all 260 employees' performance, the HR Office will be working with every manager / supervisor during each evaluation. Full implementation will begin in 2014.
- Develop, through partnerships and collaboration comprehensive Pueblo member training, employee recruitment, on-boarding and career development system to sustain the workforce excellence vision and core values. Build relationships throughout the community to foster increased capacity in future workforce. Includes development of mentorships, internships, and effective succession planning.
- Continue utilizing recruitment tools and strategies to attract qualified pueblo members and create initiatives which encourage promotion of pueblo members within pueblo government operations. Formulate tracking mechanisms to ensure strategies are in line with the goals. Utilize mentorships, internships, and effective succession planning to attract candidates for future placement in key positions. Continue to review and assess employee qualification requirements per position and assess current employee's capacities.
- Develop and issue Request for Quote for Benefits Broker services including Workers Compensation. Will ensure best value of pueblo employee benefit plans through due diligence review of potential brokerage providers.
- Continue to improve the employee incentive and appreciation aspects of the HR program through effective recognition programs. Improve and sustain employee morale.



## Information Technology

### Mission

The mission of the Information Technology Program maintains reliable, functional, and up to date computer systems, including hardware and software for all Pueblo operations.

### Scope of Work

In accordance with the current Pueblo organizational structure, under the general direction of the Administrative Services Director, the Network Administrator maintains reliable, function, and up to date computer systems, including hardware and software for all Pueblo operations. The program also provides maintenance and oversight of computer replacements, repairs, upgrades and all procurement. The program provides technical support on hardware and software applications to employees as needs and usages. The IT Program is responsible for the maintenance of computer use, recovery and disaster policies and procedures.

### Organizational Description

Number of Employees	Three
Number of Laguna Pueblo Members	One

Employee	Title	Contact Number (505) Area Code	Email Address
Denise Price	Acting Network Administrator	552-1203	dprice@lagunapueblo-nsn.gov
Gary Johnson	Network Technician	552-5777	gjohnson@lagunapueblo-nsn.gov
Rod Allison	Network Technician	552-5780	rallison@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo (100%)	\$233,675

### 2012 Goals / Objectives / Status

- One of the goals of the IT Program is to keep current with security solutions and best practices to protect POL network/computer systems. Our network system has not experienced any significant downtime or failures.
- Continue updating POL website with information from department information. Also, continue to train/assist those departments who are updating their own website.
- Continue working on the IT infrastructure plan for future network upgrade/expansion.
- Continue providing support for iPad and managing cloud resources which are used for file sharing.

## **2012 Accomplishments**

- Implemented iPads for Council use to receive documents.
- POL website is now live using a .GOV domain.
- Changed POL email address to a .GOV domain.
- Created an IT support email address where all IT work order are submitted for easier managing of support request.
- Provided IT support to departments and programs on a daily basis.

## **2012 Challenges**

- Support/maintenance of our aging wireless network.
- Implementing the IT support email address for staff to submit IT work orders.

## **2012 Collaborations**

- Continue to work with and interact with programs to ensure their networking needs are addressed.
- Work with Public Work Department to get network and voice wiring into new or existing buildings for Pueblo staff.
- Work with Departments to post new information on the POL website.

## **2013 Future Plans**

- The IT program will continue to progress to provide services to Departments and programs at a high level and capacity.
- Identify computer equipment for replacement.
- Update disaster recovery plan.

# Laguna Public Library

## Mission

The Laguna Public Library is committed to serving the Pueblo of Laguna as well as surrounding communities by providing access to quality information and resources that enhance and contribute to individual knowledge, enlightenment, and enjoyment through library materials, services and emerging technologies. Laguna Public Library recognizes a responsibility to provide a place for cultural learning and preservation of the Laguna culture and history; as well as creating a pleasant and safe environment for all to discover the value of libraries.

## Scope of Work

We provide traditional library services while utilizing emerging technologies to enhance opportunities for broader access to information resources. We maintain regular hours of operation, including evening and weekend hours. We maintain a well-balanced and comprehensive resource of books, periodicals, databases, DVDs, audio books, local Laguna history materials; as well as computers, software, technology, and high-speed/wireless internet access. Other library resources include print, copy, fax, scanning, reference, programming, and inter-library loan services. We maintain all of the above for all age groups and needs of the Pueblo of Laguna.

## Organizational Description

Number of Employees	4
Number of Laguna Pueblo Members	4

Employee	Title	Contact Number (505) Area Code	Email Address
Janice Kowemy	Librarian	552-6280	jkowemy@lagunapueblo-nsn.gov
Lynnelle Aragon	Library Aide	552-6280	laragon@lagunapueblo-nsn.gov
Maxine Lucero	Library Aide	552-6280	mlucero@lagunapueblo-nsn.gov
Patricia Martinez	PT Library Aide	552-6280	pmartinez@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo Budget (January 1, 2012 – December 31, 2012)	\$149,089
2008 GO Bonds (July 01, 2009 - June 30, 2012)	\$110,209

2010 GO Bonds (July 01, 2012 - June 30, 2015)	\$55,076.15
Institute of Museum and Library Services (October 1, 2011 – September 30, 2012)	\$7,000
State Grants-In-Aide to Public Libraries (July 01, 2011 - June 30, 2012)	\$5,977.28
Tribal Libraries Program Grant (July 01, 2011 - June 30, 2012)	\$6,000

## 2012 Goals / Objectives / Status

- To provide a user-friendly, welcoming, and safe library atmosphere for the Laguna Pueblo community.
- Acquire a new energy efficient library, archives and museum facility.
- Acquire a security system for the outside perimeter of the library.
- Provide access to digital information through new technologies such as e-books, e-readers, and video conferencing to community members who cannot afford to buy it.
- Keep pace with emerging technologies by continuing to update computers and software
- Determine the needs of the community relating to new technologies and provide technology to meet the need.
- Provide library outreach services beyond the walls of the library to the villages of Laguna Pueblo.
- Acquire a bookmobile
- Provide more programming for all ages and library outreach services.
- Continued collection development initiatives to include a diverse selection of materials related to intellectual, cultural and social development for circulating and reference collections.
- Continued community awareness of library services by increased and expanded marketing efforts through newspapers, word of mouth, flyers, schools, and a web site.
- To provide a pleasant and safe environment for all patrons by implementing and updating standard operating procedures (SOP).
- To implement cost and energy efficient strategies in reducing paper usage, recycling and reusing of materials.

## 2012 Accomplishments

- Successfully advocated for the passing of the 2012 General Obligation Bond for NM Libraries in the November 6, 2012 election. It passed with the highest margin ever since the bond started. This gives NM Tribal Libraries \$700,000 to use for materials, equipment, and construction. The Laguna Public Library will receive about \$35,000.
- Purchased the library website domain name, [www.lagunalibrary.com](http://www.lagunalibrary.com).
- Received 8 new laptop computers and AV cart for students through the Title 5 grant by NMSU – Grants. Installed with Windows 7 and MS Office 2007, Internet Explorer and Mozilla Fire Fox.

- Continued collection development initiatives to include a diverse selection of materials; audio books, DVDs, young adult non-fiction, and board books.
- Continued community awareness of library services by increased and expanded marketing efforts through newspapers, signage, word of mouth, flyers, schools, social media, and web site.
- Successfully obtained the 2012-2013 Institute of Museums and Library Services Basic Grant with Educational Assessment.
- Successfully hired a summer library aide and a PFS Summer Youth Worker for the 2012 Summer Reading Program.
- Successfully implemented the 2012 summer reading program for children, teens and adults. Programming included the Storytelling with Indiana Bones, The Funny Dummy Show with Ken Karter, and many other activities in relation to the Dream Big...READ! Theme.
- Successfully implemented a variety of programs such as Read Across America/Dr. Seuss Birthday, Public Safety Day, Easter egg hunt, Halloween Carnival booth and pumpkin carving contest, Viewing of GRAB The Movie, Scholastic book fair, Pueblo Opera Program, Earth Day, Read-A-Thon, School Supply Drive and Native American Heritage Month.
- Purchased new technology – LeapFrog Tablets and Tag Readers, Time Management software and Clean Slate software for computers.
- Digitized the Towncrier Newspaper (March 1998 – December 2011), Laguna Winter Tales, Laguna Language Dictionary and other resources. The resources are available on library computers.
- Purchased new furniture, AV Cart, Laminator, and computer desks. We have been able to maximize space by moving computers along the wall.
- Attended the New Mexico Library Association Annual and Mini-Conference, American Library Association Conference, Library Legislative Day, American Indian Day at the Legislature, Association of Tribal Archives, Libraries, and Museums, 2nd Joint Conference of Librarians of Color, 5th Annual Culture Keepers, Public Library Directors meeting, and 2013 Summer Reading Program Workshop.
- Placed 5th place in the Laguna Feast Parade.
- Librarian is President of the American Indian Library Association and President of the Native American Libraries Special Interest Group. She is also a continuing member of the NM Library Association Board as Member At Large.

## 2012 Challenges

- Funding
- Maintaining building facilities.
- Server is at maximum capacity
- The limitation of space prevents us from expanding our collection of books and magazines, adding more computer terminals, hosting programs without interrupting other patrons, creating a kids and teen environment, research areas and study areas. The library was built in 1998 with 2,800 sq. ft of space; as of today our needs have outgrown the building.

- Building settling has caused cracks on ceilings and walls, the doors have shifted. The library is also in need for energy efficiency upgrades for doors and windows for a more effective heating/cooling system.

## **2012 Collaborations**

- Collaborated with the Laguna Head start program to introduce students to library services.
- Collaborated with the Laguna Elementary School for programs and visits during the school year.
- Collaborated with Higher Education by providing resources at the library.
- Collaborated with local Laguna community organizations/events to promote library services and programs by providing information through articles and promotional displays set-up at community events.
- Collaborated with New Mexico Tribal Libraries Foundation to host two fundraising events on August 20, 2012 (Golf Tournament) and on November 30, 2012 (Silent Auction at Isleta Pueblo Powwow).
- Continued collaboration with the Native American Libraries Special Interest Group (NALSIG), New Mexico State Library, New Mexico Library Association, American Indian Library Association and American Library Association.
- Collaborated with NM legislative officials, NALSIG, Political Action Committee (PAC-SIG) on the 2012 GO Bond for tribal, public, school and academic libraries.
- Collaborated with the NMSU-Grants Branch for a Title 5 Grant to make available a mobile computer lab for students at the library.

## **2013 Future Plans**

- Expand the library to include a technology wing, archives, museum, teen area, children's area, reading room, storage, and programming space to accommodate the growth of the community, expanded library collections and programming, and emerging technologies.
- Provide access to digital information through new technologies such as e-books, e-readers, and video conferencing to community members who cannot afford to buy it. Provide library outreach services through a bookmobile.
- Continuing to develop the Pueblo of Laguna culture, tradition, government, and history specific resource materials, exhibits and themes. Create a place of cultural learning and preservation of Laguna Pueblo to encourage learning the language, culture, and history.
- Acquire a security system to secure the perimeter of the library from theft and vandalism of library materials, equipment, and structure.
- Acquire equipment for digitization of Laguna Materials i.e., pictures, books, sound recordings, etc.
- Provide more programming for all ages and library outreach services.



## Planning

### Mission

The Planning Program's mission is to help support the values and achieve the goals of the Pueblo of Laguna by providing expertise in planning and offering professional advice on issues that affect the Pueblo's physical development.

### Scope of Work

The Planning Program develops and updates comprehensive and topic-specific plans for the Pueblo of Laguna; compiles data relevant to planning; designs and implements studies and public involvement processes necessary for planning; provides guidance regarding appropriate land use, master site planning, and building design; supports pueblo departments in strategic planning processes and project management planning; and participates in regional planning processes and forums.

### Organizational Description

Number of Employees	3 (plus 1 intern)
Number of Laguna Pueblo Members	1 (plus 1 intern)

Employee	Title	Contact Number (505) Area Code	Email Address
Sharon Hausam	Pueblo Planner	552-1204	shausam@lagunapueblo-nsn.gov
Elroy Keetso	Associate Planner	552-1201	ekeetso@lagunapueblo-nsn.gov
Michael Natseway	Addressing Technician	552-1225	mnatseway@lagunapueblo-nsn.gov
Kristian Chee	Intern (PFS)		

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo General Fund	\$279,520

### 2012 Goals / Objectives / Status

- Bike and pedestrian route plan for the Pueblo's village areas – completed and adopted by Council; engineering design for priority projects started.
- Capital Improvement Plan (CIP) – 2013 POL CIP and submittal to New Mexico ICIP completed on schedule.
- Village comprehensive planning – Mesita completed and adopted; Seama draft plan; renewed community efforts in Paguate; continued work in Paraje, Encinal, and Laguna on demographic data.

- Data and information gathering and sharing – Prepared demographic data on villages; shared data with multiple programs and departments; coordinated addressing program. Site and land use planning projects – Initiated park and playground planning with youth and site planning for K’awaika Center area.

## 2012 Accomplishments

- Completed the Village of Mesita Comprehensive Plan and presented it to the village in a community-wide meeting. The plan was approved by the village in August 2012. The plan includes information on the village’s values, history and demographics; goals, strategies, and actions related to elders, youth, wellness, housing, farming and livestock, natural resources and environment, transportation, and economic development; a list of actions; and a land use map for the village and surrounding areas.
- Designed and held planning sessions (“charrettes”) regarding parks, playgrounds, and recreational facilities with youth in Seama, Paraje, and Mesita villages, at an arts and crafts fair, and with summer interns in the LDoe Partners for Success program. Surveyed Partners for Success interns regarding major issues facing Laguna youth.
- Prepared application to NM Tribal Infrastructure Fund for park, playground, and recreational facility planning (consultant contract); awarded in full at \$190,000.
- Completed a Pueblo bike and pedestrian plan with routes that connect all six villages, traditional “village proper” areas to subdivisions, and key locations in villages. The plan was adopted by Council on April 21, 2012.
- After months of negotiations with the Federal Highway Administration (FHWA), received an amendment to the cooperative agreement for the bike and pedestrian project that will make it possible to use the federal TIGER II funding for final design (plans, specifications, and estimates) of priority routes.
- Obtained environmental clearances (categorical exclusions) from the FHWA for shared routes, signed routes, and crossings for bike and pedestrian use.
- Initiated site planning for a “health and wellness campus” in the K’awaika Center area. Guided consultant work to support community involvement.
- Improved public outreach for the Capital Improvement Planning process through workshops on the CIP process.
- Presented 2013 Capital Improvement Plan to Council; CIP approved.
- Submitted the Pueblo of Laguna’s Infrastructure Capital Improvement Plan to the state, in support of possible capital outlay and Tribal Infrastructure Fund allocations.
- Achieved substantial completion of E911 addressing within the village areas, with 91% of homes and 71% of commercial/institutional structures in Cibola County obtaining official addresses, and 98% of land lines matched to official addresses. Initiated purchase of address number signs for homes so that public safety providers can find homes based on official addresses during emergencies.
- Hired a new Associate Planner, Elroy Keetso, who brings experience and enthusiasm to work with youth and on physical planning and design projects.

## 2012 Challenges

- The six villages participate in planning processes to varying degrees.
- The long-term success of the bike and pedestrian route plan will be demonstrated by completion of engineering designs and construction of new bike and pedestrian facilities. These phases are largely outside of the planning program's control.
- Negotiations with the Federal Highway Administration to resolve issues regarding final design and environmental clearances for the bike and pedestrian projects took substantial staff time and energy.
- Continued outreach regarding the purpose of the Capital Improvement Plan may be needed. The purpose of the plan is to provide organized and comprehensive information about capital improvement projects to assist the Council in making decisions that may affect the Pueblo and the allocation of Pueblo resources, including not only Pueblo funds but also employee time and the outside funding opportunities.
- The Pueblo's procurement code encourages awarding contracts to firms that meet minimum qualifications and have the lowest bid. This may limit the quality of planning, architecture, and engineering design contract work, since it is difficult to precisely define minimum qualifications and detailed scopes of work for firms that use a range of acceptable approaches.
- The planning program does not have designated administrative support to assist with community and other partner meetings (scheduling, reminding participants about meetings, getting a venue, determining food options, and preparing requests for purchase/check). The Addressing Technician has provided assistance, but this will change with reorganization in 2013.

## 2012 Collaborations

- Collaborated with village planning committees and mayordomos for village comprehensive planning and park & playground planning processes.
- Coordinated with CHW, GIS, ENRD, Governor's office, and others on site planning for a "health and wellness campus" at the K'awaika Center area.
- Coordinated with ENRD on a Phase 1 Site Plan for K'awaika Center building.
- Participated in LDOE Partners for Success summer intern program; hosted intern Kristian Chee, who assisted with park and playground planning.
- Shared youth input on parks and playgrounds, and youth needs, with CHW staff.
- Collaborated with representatives of each of the six villages on the Community Biking and Walking Advisory Group, for bike and pedestrian route planning.
- Coordinated with multiple programs, departments, entities, and agencies, including GIS, Public Works Engineering, Shaasrka Transit, Sports and Wellness, Accounting, LDOE, LDC, NMDOT, Laguna Agency BIA Realty, and FHWA for bike and pedestrian route planning. Held a community-wide open house associated with a planning-sponsored "Just Move It" run. Worked with Public Works Engineering to get the Casa Blanca Road (L22) separated trail and roundabout/road diet (priority bike and pedestrian) projects under contract.
- Met with the National Park Service and a consulting anthropologist to obtain information on the path of old Route 66 through the Pueblo (particularly as it may affect bike and pedestrian routes).

- Coordinated the CIP Technical Committee comprised of COO, Public Works, Accounting, and POLUA.
- Coordinated with Enrollment office to obtain quarterly total enrollment figures, annual figures with breakdowns, and number and age for previous year's deaths.
- Coordinated with New Mexico Department of Health to obtain 2010 and 2011 birth and death data for self-identified Laguna and Pueblo members in New Mexico.
- Coordinated with Grant Writer to prepare application to the Tribal Infrastructure Fund.
- Provided demographic information for Grant Writer's efforts.
- Supported Governor's efforts to obtain demographic data for the Pueblo convocation.
- Participated in CHW Community Assessment discussions.
- Coordinated with Grant Writer and ENRD on YCC trail construction grant.
- Developed a survey for the Veterans' Program.
- Participated in or attended additional meetings: Youth Prevention Coalition, community information session on youth, housing committee, LDoE Head Start planning, veterans' housing, POL Advisory Board, MRMPO Transportation Coordinating Committee, MRRPO Technical Advisory Committee, NMDOT District 3 collaboration meetings (also with LDC).
- Served as Vice-Chair of Tribal Emergency Response Commission (TERC).
- Working with Santo Domingo Pueblo planning staff and UNM Indigenous Planning + Design Institute, continued to coordinate quarterly "Tribal Planners Roundtables," which bring together tribal planners from across the state to share best practices.
- Served as Secretary on Red Mesa Financial LLC in support of the Pueblo's efforts to obtain New Markets Tax Credits.
- Served on New Mexico Healthier Weight Council's "Complete Streets Leadership Team" as a leader in planning for streets that are safe for all users – bicyclists, pedestrians, transit, and vehicles. Assisted with various presentations across the state.

## **2013 Future Plans**

- Complete comprehensive plans for participating villages (ready for village adoption).
- Initiate second phase of park, playground, and recreational facility planning through a consultant contract.
- Complete K'awaika Center Area Site Plan (through contract).
- Complete annual Capital Improvement Plan.
- Compile and submit information regarding Pueblo projects to outside entities when it will support implementation of Pueblo projects (for example, New Mexico Infrastructure Capital Improvement Plan).

# Community Health and Wellness Department

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## Community Health & Wellness Director

### Mission

To provide guidance, direction and support to the Community Health and Wellness Departmental programs to ensure the provision of quality, responsive, effective, customer-centered services to the Laguna pueblo community that will improve, sustain and enhance overall health and wellness.

### Scope of Work

The scope of work of the Directors office is to set a clear-shared strategic vision for the Departments health, wellness and medical programs that ensures quality services, operational and managerial efficiency and customer responsiveness in line with the Pueblo Councils priorities and the identified community health needs. Creating a workforce environment that cultivates the core values and workforce values of the POL. The Department provides the organizational umbrella for all service programs providing; health, medical, wellness, social, behavioral, mental health, recreational and support services within the Pueblo of Laguna organization. The Department promotes the public health framework and aligns with other providers, departments and entities to address public health needs. The Department ensures grants; contracts and programs provide services focused on positively impacting the social determinants of health; including fair and ethical treatment and protection of all clients from harm-maltreatment, or inappropriate care. The office of the Director continues to work to foster collaboration and communication interdepartmentally and organizationally to ensure quality service delivery. The Director's office is responsible for setting health service delivery priorities in primary prevention and recommending strategies for future systems growth.

### Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	0

Employee	Title	Contact Number (505) Area Code	Email Address
Ramona Dillard	Director	552-6652	Rdillard@lagunapueblo-nsn.gov.

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna	\$59, 271 (75%)
I.H.S. Master Contract	\$ 22,620 (25%)
Molina Health (programming only)	\$25,000

## 2012 Goals / Objectives / Status

- To develop a quality, multifaceted, community based- health care delivery system for the Pueblo of Laguna: Status on goals and objectives: Development of strategic plan/steps for expansion of Health delivery system has been implemented within the Department. Steps include refinement of scopes of work, and finalization of SOPs within grant and funding allowances. The submission of the 638 application for securing the I.H.S. funds to allow the POL and Department to implement the PHN, Health Educator position and HIV program was completed. This contract will be approximately \$460,000 with contract support and direct contract funds. Scopes of work for service delivery are developed for the program components to be implemented.
- Form a Health Care Systems Service Team: Work and collaboration with the POL Health Committee has aided in the development of the overarching team for health care development at Laguna. The Department Managers are part of the core service care team that guide and direct the services of the programs. Ongoing meetings, and strategic sessions aid in identifying strategies for addressing critical care needs. Establishment and implementation of the Benefits Program office has aided in rounding the core care team. The Veterans office serves as part of the team to address Veteran specific needs. Key members of the team serves as part of the community assessment(CA) team to design and implement the assessment to enhance and refine overall service delivery.
- Access health care Service data, and community input surveys to identify key needs: Health care service data was accessed via the 638 application process and is utilized for continued program planning and identification of health need areas. Service data yielded health problems that are preventable; (Diabetes, Hypertension, High Cholesterol levels). Data was used for programming and grant development. A Customer Focus survey was completed by the department within the FY and yielded responses from 127 respondents. Surveys revealed overall good ratings (4.1 averages) and identified the need to increase community member's knowledge about the programs. The BRFSS study was implemented under the Directors office on health risks with approval of the Pueblo Council. The Albuquerque Area Indian Health Board serves as the principal guidance for this project. Locally over 223 persons have responded to face to face interviews or phone interviews coordinated through Sharon Duran, Site Coordinator and Interviewer staff from the community. Host Community Providers forums: Provider forums were held four times in the fiscal year Two forum focus specifically on Affordable care information and questions at sites in the community. A forum was held to provide feedback from the community on the 638 PHN, Health Education and HIV application. An overall CHR-CHW session was held in January to explain overall program services.

- Establish Third Party reimbursement system within CHWD to increase health service revenue: Status: Current Medicaid numbers for service delivery were vetted for validity. A TPA was hired to begin the process for submission of the BHSD Medicaid provider number application. The TPA will provide feedback on the availability of a single Medicaid or billing number for CHWD. Three staff of CHR and the Benefits office became PEMOSA determiners to enroll individuals in Medicaid as needed. Analysis of the projected third party reimbursement stream to the POL is being finalized. Preliminary discussion with LRC Board Chairperson on the possibility of handling billing for new eligible programs and services has occurred.
- Increase health systems funding through submission of grant applications: The programs and department presented three applications or LOIs for funding to federal and private sources. Funding was not obtained and the POL opted not to approve submission of application for one LOI's and application.
- Increase Community Awareness of Health Services and Programs: Efforts to increase community awareness on Department programs focused on community awareness via the Community Information Sessions (CIS) held. Within the year all programs participated in one or more CIS events or out- reach efforts. Outreach efforts were planned for collective activities to provide information to community members. Marketing strategies focused on pueblo members-consumer is in development.
- Facilitate development of new BHS building: The Director participated in meetings with PWD and the design team for the building on a regular basis. The building design is in final phases. Meetings between program staff and the design team identified key changes and augmentation in design to make the space more customer friendly and program staff accommodating. The estimated cost of the building is \$1.3 and is scheduled for completion in 2013.
- The Directors office actively participated in State wide and tribal meetings held on Affordable Care, Centennial Care on an ongoing basis to increase knowledge and form strategies to aid individuals in connection to services, and to identify key roles for navigation and education within the current CHWD system. Ongoing information exchange with pueblo administration and program staff occurred to increase understanding levels of the complexities of ACA.

## 2012 Accomplishments

- Submitted the 638 application to I.H.S. for approval for assumption of the Public Health Nursing, Health Education and HIV funding. Approval would leverage approximately \$460,000 to the POL systems.
- Coordinated two Affordable Care Act- Health Reform community information sessions facilitated by Health Consultant Roxanne Spruce-Bly. Community members were able to hear first- hand about the issue and to be connected to resources for support.
- Obtained Molina Health Care funds to establish a Medical home for Diabetes Management. Funds are used for the creation of a registry and to fund and support a contract Nurse Position.
- Established the Benefits branch of the CHWD which includes the Benefits Office and Veterans Office.

- Coordinated a community wide Nurse Recruitment seminar in collaboration with Center for Native American Health (CHAN) and UNM School of Nursing during second quarter. The goal was to begin to identify and pipeline pueblo members to fill positions that will become available locally as the health systems development occurs. The forum was well attended. CHWD Nursing staff, student nurses and potential nursing students dialogued about the career path.

## **2012 Challenges**

- Creating more opportunities for communication with community on health care issues and services.
- Space needs for expanding department staff. BHSD new building design and construction is delayed until the relocation of PWD- General Maintenance facilities are erected.
- Filling key Managerial positions within the Department.

## **2012 Collaborations**

- Quarterly meetings with LDOE Superintendent and staff were held to increase communication, collaborations and build stronger provider working relationships to better serve families. Meetings were held for approximately 2 hours quarterly at the PRC; information on events, activities, grants, challenges, and an opportunity for multi-sector problem solving and service planning occurred. Finalization of the revised MOA is slated for 2013. A provider forum is planned for First quarter 2013 for all POL direct services providers including LDOE service providers.
- Collaboration was fostered among department programs for implementation of community wide, public events. A joint spring break effort the week of March yielded a week-long “Spring Break at Kawaka” event with 89 youth attending. CHWD providers supported the event with teaching, food, supervision, physical activities, traditional arts and crafts; Elev8 supported the event with bus transportation to all villages for attendees
- Joint meetings held with LDOE staff to collaborate to address the Teen Center staffing issue.
- Collaborated with ACL, EMC, and TERC to host the annual Flu Pod event at the Kawaka Center during the month of October 2012. Approximately 570 received shots.
- Continued engagement with the POL Health Care Committee as Vice Chair to support the overarching health care vision of Laguna. Meetings were held regularly. The committee collaborated on community forums, and supported the BHSD locally conference.

## **2013 Future Plans**

- Overarching goal: Develop a quality, multifaceted, community based- health care delivery system for the Pueblo of Laguna- Hanu Health Systems.
- Establish a Third Party reimbursement system within CHWD to increase health service revenue.
- Increase health systems funding through submission of grant applications.



- Increase Community Awareness and customer satisfaction of Health services and Programs.
- Ensure full awareness and implement of the Centennial Care program, and ACA programs within Laguna.
- Implement ongoing CHWD training, and learning initiatives for Staff development.



## Behavioral Health

### Mission

The mission of the Laguna Behavioral Health Services Program is to provide quality mental health and alcohol and drug abuse counseling and psychotherapeutic services for the Pueblo and its members. To meet this mission, program staff provides a variety of services for persons of all ages and advocate a multi-disciplinary client centered treatment approach within a culturally appropriate context that promotes self-awareness, self-responsibility, and Self-reliance.

### Scope of Work

Laguna Behavioral Health Services provides a wide array of services including a mental health program, substance abuse program and a prevention program. Within these three main components, many program services are offered. Laguna Behavioral Health also provides on-going crisis services to the community 24 hours a day, seven days a week. This support is provided either on a drop in basis or on request by Laguna Police or Laguna Detention. Laguna Behavioral Health Services provides individual and group psycho educational and Psychotherapeutic programs and offers a variety of specialized services that focus on persons seeking to address childhood trauma, anger management, a women's issue group, and a Men's issue group. A wide variety of services are offered for persons involved in the criminal justice system, Including a program for incarcerated persons, and post incarceration services for individuals. Other specialized treatment services address program gambling, sex offender treatment, sexual abuse victims, domestic abuse, substance abuse, marriage and family therapy, acute Depression, loss and grieving, parenting and child concerns, coordinated services for psychiatric patients and case management services. Laguna Behavioral Health operates a State of New Mexico Certified DWI School. Currently three staff are now certified as DWI instructors. New classes are formed on a six-week cycle. The Laguna Behavioral Health prevention program conducts regular in school and after school prevention activities that include substance prevention education and healthy choices/ healthy lifestyle education. A total of four behaviorally licensed, contract staff provide counseling, evaluation and psychotherapy to the program clients and support entity needs.

### Organizational Description

Number of Employees	12
Number of Laguna Pueblo Members	10

Employee	Title	Contact Number (505) Area Code	Email Address
Ken Thomas	Program Manager	552-5727	kthomas@lagunapueblo-nsn.gov
Maytha Chavez	Administrative Assistant II	552-5725	mchavez@lagunapueblo-nsn.gov

Kristina Pacheco	Lead Counselor	552-5723	kpacheco@lagunapueblo-nsn.gov
Nelda Martinez	Counselor	552-5724	nmartinez@lagunapueblo-nsn.gov
Paul D. Pino	Counselor	552-5728	ppino@lagunapueblo-nsn.gov
Tai Paquin	Addiction Counselor	552-5730	tpaquin@lagunapueblo-nsn.gov
Ryan Bowman	Camp Facilitator	552-5754	rbowman@lagunapueblo-nsn.gov
Antonette Silva-Jose	Prevention Coordinator	552-5756	asilva@lagunapueblo-nsn.gov
Patrick Aragon	Prevention Specialist	552-5759	paragon@lagunapueblo-nsn.gov
Tina Jojola	Prevention Specialist	552-5755	tjojola@lagunapueblo-nsn.gov
Denise Hunt	Family Services Coordinator	552-5663	dhunt@lagunapueblo-nsn.gov
April J. Delores	Family Services Coordinator	552-5667	jdelores@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
IHS /638	\$842,493.00
LDC Grant	\$ 73,529.16
Drug Free Communities	\$125,000.00
OptumHealth/Suicide Prevention	\$177,740.00
Native Aspirations	\$ 50,000.00
OptumHealth/OSAP/SA Prevention	\$ 39,980.00
Enhance Response to Violence Committed Against Indian Women & Girls	\$150,000.00
Assistance to Victims of Sexual Assault	\$100,000.00
DOJ/Shishots Grant	\$98,441.50

## 2012 Goals / Objectives / Status

- A goal projected for 2012 cited the need to expand qualified and licensed service providers.
- Implement services to address the mental health needs within the community and schools.
- Optum Health/BHSD grant goals are an active core team of individuals (LPC) will support a larger, inclusive community initiative. Laguna Prevention Coalition (LPC)

- will plan and sustain s Strategic Planning Framework to reduce the behaviors that lead to alcohol related traffic fatalities, reduce underage drinking and adult binge drinking in Laguna. Reduce underage and adult drinking and driving in Laguna, and reduce the sale of tobacco products to youth less than 18 years of age
- Drug Free Communities Grant goals are to establish and strengthen collaboration among Laguna the community and surrounding communities to support efforts of the Laguna Prevention Coalition, and reduce substance abuse among youth.

## 2012 Accomplishments

- Obtained contractual services of one Psychologist, two LPCC's to enhance the level of mental health services.
- A significant accomplishment for 2012 is the continuation of the Wellness Court. This project is conducted in collaboration with the Laguna Pueblo Court, Pueblo Prosecutor, Pueblo Public Defender and Behavioral Health. This activity is designed as a diversion from the incarceration program. In this program, participants are offered the opportunity to participate in an intensive counseling program and defer incarceration. Program counselors meet with the participants to discuss progress in achieving personal goals.
- Development of and implementation of the Shishots program to address the mental needs of women and girls. The LBHS staff are the primary providers for direct service.
- Development and implementation of the curriculum and Men's Positive Changes group in addressing issues of male offenders of domestic violence.
- Continued collaboration with Laguna Prevention Coalition resulted in a successful 10th Annual Walk down the Line. Over 388 people were in attendance. This was an increase of over 188 people who participated in last year's event.
- Successful implementation by the LBHS Prevention program, in September of the Red Ribbon Week activities to bring awareness of the dangers of alcohol and drugs.

## 2012 Challenges

- Staff retention, staff recruitment. As many other programs have experienced, staff retention and new staff remains a problem. The field of behavioral health has experienced a concurrent increase in a need for new service providers coupled with a decrease in the number of students in the colleges and universities. Also, due to the economy, providers are choosing to pursue employment that is in close proximity of where they reside. It is anticipated that greater than 50% of the existing Laguna Behavioral Health staff will retire with the next five years.
- Adequate space to handle the re-design of the BHSD programs.
- Maintain and enhance communication with the Pueblo Judicial, Education and provider systems.
- Substance Abuse Prevention grants/CBP: Recruitment and retention of Laguna Prevention Coalition Membership. Very little sharing or alcohol merchants compliance checks data.
- Community and program representation at LPC meetings.
- Lack of parent participation in focus groups and town hall meetings

## **2012 Collaborations**

- Wellness Court: collaborations with the Pueblo Court, Probation, Prosecutor, Public Defender and Behavioral Health.
- Therapeutic groups and education: collaboration with Laguna Detention, Laguna CHR, and Laguna Sports and Wellness.
- In collaboration with the Teen center, Prevention staff participates in the TOPS program at L-A High School and Laguna Middle School.
- In collaboration with the Diabetes program staff, the prevention staff co-facilitates the PAK activities at Laguna Early Childhood and Head start.
- Substance Abuse Prevention grants: collaboration with the Laguna Prevention Coalition to coordinate environmental strategies, evidenced-based prevention programs, policies and practices
- Actively participate in Local Collaborative 14 meetings and events

## **2013 Future Plans**

- Continue efforts to reduce duplication of services through the integration of Pueblo of Laguna Human Services programs and promote a more efficient and, in particular, more effective service delivery system for community members.
- To improve quality of care to clients within the community and surrounding areas.
- To expand services for incarcerated residents in collaboration with Laguna Detention.
- Expand Responsible Gaming/Problem Gambling activities including in-service training for Pueblo of Laguna entities.
- To continue to promote the development and upgrade clinical skills for Behavioral personnel through in-service trainings, seminars, and conferences.
- Substance Abuse Prevention Grants: To continue to recruit more members to the Laguna Prevention Coalition and increase youth participation.
- Initiate after school programming at the local school.
- Seek grant funding to focus on media campaigns for adult and parents regarding underage drinking.

## Benefits Coordination

### Mission

To implement a multifaceted benefits program for the Laguna pueblo community that will enhance community member's resources and knowledge through case management, navigation, advocacy, education, connections, benefits enrollment and interpretation services that supports individual need while supporting cultural values of the Laguna Tribe.

### Scope of Work

The Benefits Coordinator will identify and link individuals and their families to alternative resources, benefits and services that will aid them in meeting their health, welfare and support needs. The goal is to deliver these services with utmost integrity in accordance with the core and workforce values of the Tribe. The Benefit Coordinator will aid in determining eligibility of clients and families to qualifying services, placement, inpatient, health care and other support services available through local, state, federal and private sources. Assistance will be provided to navigate and identify access to Health Insurance Exchanges of Health Care Reform when implemented; assistance will include patient navigation, assisting persons with enrollment application, determining patient qualifications, referrals, identifying legal advocacy services not related to protection, abuse or neglect. The Benefits Coordinator will provide patient education and information, interpretation and translation of information for better patient understanding. The office will maintain flexible service hours and days to accommodate individual needs for assistance. Home and field visits are allowed to gather pertinent information for resourcing and eligibility and to assist clients. The Benefits Coordinator will establish and maintain internal enrollment processes and will maintain the established myriad of contacts and connections of service resource, and interface regularly with third-party providers as an advocate for care and services. The Benefits Coordinator will provide client support services such as transportation/transportation passes. The Benefits Coordinator will maintain confidentiality and privacy in accordance with the Privacy Act of 1974 and HIPPA. The Benefits Coordinator will act as a liaison with programs and inpatient facilities to secure placement authorization for clients.

### Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	1

Employee	Title	Contact Number (505) Area Code	Email Address
Mary J. Scott	Benefits Coordinator	552-5752	msscott@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna	\$80,630
Medicaid reimbursement	Pending approval and billing

## 2012 Goals / Objectives / Status

- Goal: Improve access to health care and support services for pueblo members:  
Status: The Benefits Coordination Program worked at improving access to quality health care services for pueblo members and the community by providing public awareness about the Benefits Coordination Services, including linkage to Third-party resources for assistance and care.
- On August 6, 2012, the Benefits Coordination Program opened its' doors. Announcements on the open office were made via public awareness initiatives, such as providing information to service coordinators, conferences, and the community newspaper. The development of supportive documents for individual case files were completed and are currently being utilized. The SOP's are in development and will be ready for approval by March 2013. Collaborative efforts with service providers in the community, and State levels are on-going. A Contractor has been hired to work on Third-Party Billing and to also assist in establishing the role of the Benefits Coordinator. The Benefits Coordinator received certification as a Medicaid Determiner, and also has worked at becoming familiar with the Social Security Benefits application process for SSI and Social Security Disability.
- Clients are served on an appointment or walk in basis; to date 53 clients have been served through the office.

## 2012 Accomplishments

- Within 5 months of existence, the Benefits Coordination Program has assisted 53 individuals with various resources.
- Resources provided to clients: Social Security Disability/SSI(5), Appeals(4), Pending Incomplete Applications SSI/SSD(5), TANF(5), Food Stamps (11), Medicaid (5), Commodities (3), Legal Resources (3), Tribal GA (6), State GA (5), Behavior Health Referrals/Collaborative Efforts (4), L-A Connections (4) , Housing (1), Legal Issues (2), Unemployment Compensation(2), Death Benefits(1), Transportation (7) Social Service Referrals (2), Maternal Health (2), Long Term Disability (1), Life Insurance (1), Crisis Intervention (1), Utilities (2), Resource for Home Improvement (4) Other services involved are education, navigating, interpretation, follow-up, and preparation for the application process for Social Security.
- Obtained certification as a Certified Medicaid Determiner (PEMOSA) in October 2012.
- Community Outreach to various events and activities such as the Health Fair, Elder Health Conference, Laguna Department of Education Service Coordination Meetings, Senior Center Services, Open Enrollment



- Attended meetings with Manage Care Organizations, New Mexico Health Care Association, and Laguna Department of Education for planning on continued services at the Laguna Middle School Teen Center, and Tribal Medicaid Expansion Meetings.
- Clients assisted in the areas of Social Security-5 cases pending with possible benefits of nearly \$60,000; four pending SSI cases could yield benefits totaling \$85,128; Food stamp assistance benefits for 11 individuals totaled \$35,280.; TANF benefits for 5 individuals yielded \$21,240.; and GA (State and Tribal) benefits yielded \$10,037. Total all possible benefits to individuals is approximately \$211,685.

## **2012 Challenges**

- With the upcoming Health Care Reform and the new adoption of policies, this office will be challenged to enroll qualifying more community members with Medicaid. .
- Enrolling qualified children into the Medicaid Program.
- Providing more outreach activities by the Benefit Coordination Program within the year.

## **2012 Collaborations**

- Outreach initiatives and collaborative efforts have taken place with the staff of the Community Health and Wellness Department (Laguna Behavioral Health, Laguna Social Services, General Assistance Program, Veteran's Office, CHR)
- Partner's for Success (Laguna-Acoma Connections)
- Laguna Rainbow Nursing and Senior Services
- Laguna Department of Education
- ACL Service Unit: Benefits Coordinator
- Income Support Division: Dale Suazo, Case Worker for Food Stamps and Medicaid
- State of NM Native American Tribes Consortium Meetings to discuss Health Care Reform and Centennial Health Care.

## **2013 Future Plans**

- Full establishment of the SOP's and the Benefits Office.
- Increase competency and knowledge in the area of Centennial care and other benefits.
- Continue to provide quality navigation and resourcing assistance services to Community Members of Laguna by introducing an array of benefits that they might qualify for.
- To establish the Third-Party Billing Process.
- Maintain PEMOSA certification.



## Community Health Representative (CHR)

### Mission

The overall mission of the Community Health Representative Program (CHR) is to provide quality health promotion/disease prevention services aimed at improving and enhancing individual, family, and community health and wellness.

### Scope of Work

The Community Health Representative Program (CHR) provides health and health related services in areas identified under the SOW Matrix of the I.H.S. The service areas are outlined as goals and objectives and linked to the SOW and RPMS data system; Services align with identified community health needs, and priorities for health set by Pueblo Government. Overall management and guidance for the program aligns with the Pueblo of Laguna's established policies and procedures, the programs Standard Operating Procedures, National health practice guidelines, state/federal guidelines for licensed staff, and approved best practices. Services are provided with the highest level of cultural sensitivity, quality and professionalism by staff employed or contracted under the program. Services are provided on a one to one basis, in-group settings, in public and community events, in homes, offices and in clinical settings. The CHR PCC systems are the mechanism for documenting all patient encounters, services, and activities of the program personnel. Referrals are implemented within the tribal systems and externally to other agencies and clinics to link clients to services they need. Clients are established for services from the program via an intake process that includes; release of information, initial assessments, self or provider referrals, case management and care planning. Professional guidance and oversight of direct patient medical care is providing through direct communication with the patients provider, through Nursing, MD, or Director/Supervisor directives.

### Organizational Description

Number of Employees	9
Number of Laguna Pueblo Members	8

Employee	Title	Contact Number (505) Area Code	Email Address
Ramona Dillard	Director	552-6652	rdillard@lagunapueblo-nsn.gov
Irene Riley	Administrative Assistant	552-6652	iriley@lagunapueblo-nsn.gov
Martina Delores	CHR- Optometry	552-6652	mdelores@lagunapueblo-nsn.gov
Stephanie Tharpe	CHR- Generalists	552-6652	stharpe@lagunapueblo-nsn.gov
Valene Vallo	CHR- MCH	552-6652	vvallo@lagunapueblo-nsn.gov

Laurene Sarracino	CHR-Health & Wisdom Program	552-6652	lsarracino@lagunapueblo-nsn.gov
Elita Peacock	Data Entry/Support	552-6652	epeacock@lagunapueblo-nsn.gov
Rose Poncho	CHR-Generalists-Cancer Education	552-6652	rponcho@lagunapueblo-nsn.gov
Euila Nunez	CHR Generalists	552-6652	enunez@lagunaapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
I.H.S. 638 Contract	\$739,280.48

## 2012 Goals / Objectives / Status

- To improve, sustain and enhance the overall health and wellness of individuals, and families in Laguna through the provision of direct services. Status: Overall 7,358 individual client contacts were provided and recorded via CHR-PCC and RPMS. Health Education: 1,006 client education contacts for individual and group education sessions with the largest number of contacts provided in the area of Diabetes and hypertension; January 25th- hosted CIS session-76 attended the session. Implemented Health and Wisdom sessions beginning in April; classes focused on persons 55 and over, approximately 20 elders attend bi monthly at the K Center for education, interaction and health monitoring. Implemented May-Women's wellness activities focused on Cancer education, health screenings, Zumba, walk-run activities. Overall participation levels were approx. 360 duplicated women in the month long events. Program sponsored CPR classes for employees and community-22 completed classes. MCH-assisted with WIC education and TDap clinic and supported approx. 50 mothers. Weekly Zumba classes initiated in January 2012 average 80 women per night, 3 nights per week and 15 women average in the early morning class. Case finding and screening services were provided 1,521 times. Ongoing screening for chronic disease; diabetes- A1C, Hypertension occurred regularly in the office and at public events. Case management had 826 service encounters. The program staff had 1,617 patient monitoring encounters in the community. Patient care was provided to 1,640 clients and included checking vitals, subsistence, and overall wellbeing. Transportation services were provided/coordinated for 212 clients locally and off reservation. Homemaker services were provided to 32 patients during their recovery period. Interpretation/Translate- services were provided to 30 clients directly. Other Patient Care Services contacts totaled 1,617. Training: Staff obtained 319 training hours on topics ranging from HIPPA, CPR, Motivational Interviewing, PEMOSA, Cancer education, and other topics.

- Ensure overall program management in accordance with regulations and policies.  
Status: Ensured compliance of the contract by ensuring expenditure of funds in allowable cost areas for implementation of the program. Internal, ongoing review and medication of budgets was provided as needed. Confidentiality training was coordinated for all CHR. Background checks including fingerprinting and licensure reviews were coordinated through the POL HR office as required.

## **2012 Accomplishments**

- Health and Wisdom was fully implemented by staff for elders at the K center for approximately 26 weeks in the year. The ongoing program had active attendance of elders totaling approximately 25 individuals representing all six of the Laguna villages.
- Two FTE staff obtained PEMOSA certification.
- Implemented Community-wide annual Prevention Fair during 4th quarter; approximately 210 people signed in as attendees, other attendees participated but were undocumented.
- One CHR Staffer- Stephanie Tharpe obtained certification as a CPR/First Aide Instructor. Stephanie Tharpe, will serve as the Coordinator for classes and continue monitoring of the DE fib machines located at community buildings on the Pueblo.
- Two CHR staff Stephanie Tharpe and Martina Delores was certified and trained in the MY CD (Chronic Disease) Curriculum and implemented 2- 6 week sessions at the Laguna Detention center to inmates.
- Assisted with implementation of the ACL community based Mammography screenings for 136 women locally.
- Sponsored weekly Zumba classes in community; average overall daily attendance is 90 individuals. Three Certified instructors provide the classes via contracts or as staff. BHSD collaborates with CHR to support the instructor role for the Zumba classes.
- The RESEP program for Miners compensation was supported by Euila Nunez; support entailed education, transportation and scheduling of appointments.

## **2012 Challenges**

- Coordination of care with local Providers and family members to ensure recovery.
- Ensuring patient care visit documentation and recording.

## **2012 Collaborations**

- Laguna Senior Center-supported the center with onsite classes and planned FY 2013 schedule for H & W implementation at the Senior Center.
- ACL hospital medical staff and field health staff for coordinated patient care.
- Molina Health Care- for creation of a medical home for Diabetes care.
- Care services and needs: Benefits Office, Veterans Services Office, BHSD, Healthy Heart Program, Diabetes Grant program, Sports and Wellness, Prevention Coalition
- Coordinated with Shaa'srk'a Transit for access to medical and health care needs.
- UNM center for Native American Health
- Held case staffing meetings with LRC and Public Health Nursed DPN.

- All CHR staff assisted in supporting the 2012 Flu Pod at the POL.
- Collaborated with Prevention coalition through support provided by CHR MCH- Val Vallo as Chair of the Coalition.
- Supported the Child-find effort with LDOE

### **2013 Future Plans**

- To improve, sustain and enhance the overall health and wellness of individuals, and families in Laguna through the provision of direct services.
- Increase public awareness, education and HP/DP activities monthly in the community.
- Ensure operational soundness and management through compliance with regulations and operating procedures.

# Pueblo Cultural Enrichment Program

## Mission

The mission of the Pueblo of Laguna - Laguna Cultural Enrichment Program (LCEP) is to enrich, educate and reimmerse pueblo membership in cultural practices of language, artistry, tradition and customs. Provide awareness of the Pueblo's rich and historical heritage of its customary and traditional values that will enhance preservation and promote practices that are important in the lives of our community membership.

## Scope of Work

The Tribal Youth Program (TYP) was offered as youth Cultural Enrichment Program for the Pueblo. The grant period officially ended in January 2006 and the Pueblo allocated funding to continue the program as the Pueblo Cultural Enrichment Program (TCEP). The Cultural Enrichment Program will be centered at the old LAHS complex (Kawaika Center), on a year round basis and will be offered at six villages as a Summer Program to our immediate community membership. The concept will offer traditional instruction by our elder traditional crafts as well as Keresan Languages for all age groups. Specialized classes will be offered as well as Pueblo and Village historical/educational awareness sessions for the general public and community membership. The name was change in November 2011 to Laguna Cultural Enrichment Program (LCEP), under the Sports and Wellness Program.

## Organizational Description

Number of Employees	1 FTE, 1 P/T Admin Assist. 5 P/T Summer P/A's, and 15 P/T Contractual
Number of Laguna Pueblo Members	22

Employee	Title	Contact Number (505) Area Code	Email Address
Victoria Sarracino	Program Coordinator	552-7243	vsarracino@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna (100%)	\$111,088.00

## 2012 Goals / Objectives / Status

- Increase participation in traditional classes: Status- 2011 was 2,453; in 2012 is 3,535.
- Increase public awareness/PR for LCEP. Status: LCEP Brochure developed and distributed locally and at special events displays and enrollment is held.

- Stabilize instructor schedules for K’awaika Center and Village based. Status: identified core instructors of Language, Pottery. Traditional cooking and classes for consistency in scheduling of year around classes and summer sessions.

## **2012 Accomplishments**

- Increased Public relations/outreach in advertisement in local newspapers, posters newly designed program brochure and published monthly K’awaika Center schedule, increased participation by 1,102. Program information was disbursed to general public/village meetings through POL Pueblo Council. Continue to attend community outreach information sessions.
- Contracted LCEP Instructors provide instructions as scheduled on a consistent basis which increased the participation levels at the K’awaika Center.
- The total registration of enrollees in classes is 280 with a total yearly participation/attendance count of 3,535 at village level and K’awaika Center.

## **2012 Challenges**

- Concept of expanded program features for year round basis at the K’awaika Center.
- Increase participation by all of six villages in Summer Program/with instructions from own village/s to provide immediate programming for respective village community membership.
- More community involvement and taking active interest in participation of programs.
- Solicit; recruit more Keresan Language Instructors which will enable the program to concentrate more at the village level.

## **2012 Collaborations**

- Pueblo of Laguna Department of Education Division of Early Childhood- coordination of in-school classes; Laguna Elementary and Middle School- coordination of in-school classes. Village participation for Language/summer classes;
- Community Health & Wellness- participation for employee language classes held every Tuesday during the last quarter.
- Laguna Senior. Center-elderly participating in sewing classes- coordination with Site Manager for coordination of classes for elders.

## **2012 Highlights**

- The transition of the Pueblo Cultural Enrichment Program to the K’awaika Center allowed the program to continue to have access to office space and two large rooms for year round programming of classes.
- There were over 517 items completed that included moccasins, pouches, rattle making, pottery, sewing-items dresses, shawls, and baskets. Implementation of the cultural awareness/educational series and the usage of a traditional outside oven have been incorporated into the traditional cooking series.
- Continue to Incorporate the Digital Story telling series into the program by participants and instructors.



## 2013 Future Plans

- To expand programming features on a year round basis at the K'awaika Center with emphasis on traditional language.
- Increase participation in instructional classes (traditional moccasin, pottery, sewing, belt weaving, basket making) to include increased utilization of the traditional outside oven.
- 100% involvement of six villages for the Summer Cultural Program with emphasis of LCEP Instructors from respective villages.
- Increase the traditional language instructor pool that will allow incorporation of immediate programming into all six villages.
- Expansion of digital programming in all cultural instruction at the K'awaika Center.
- Expansion of future arts and craft event and Indian Market Day at the K'awaika Center. Demonstration classes for community events and schools.



# Healthy Heart Program

## Mission

As a health education program the Laguna Healthy Heart Program works to ensure that effective health education on all aspects of cardiovascular disease specifically commercial tobacco abuse is disseminated to community members and that their concerns and needs are addressed by successfully collaborating with other pueblo programs, state and local agencies and national organizations.

## Scope of Work

The Scope of Work is to implement a community wide tobacco education and awareness program in a culturally sensitive and respectful manner, that will focus on traditional tobacco uses vs. commercial tobacco uses that impact the already high rates of chronic disease such as Diabetes, Cardiovascular diseases, and obesity. The scope will include the use of the Laguna specific tobacco education program titled Honoring Tribal Wisdom-Honoring the Gift of Tobacco. The program purposes to reach a broader community about commercial tobacco use, cessation and further the work in community on overall wellness and health in a holistic manner this includes the growing and acquiring natural tobacco and the support of gardening/farming to produce natural foods and this year we have partnered with MoGro to bring the community natural healthy foods.

## Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	1

Employee	Title	Contact Number (505) Area Code	Email Address
Natalie Thomas	HH Coordinator	552-5751	nthomas@lagunapueblo-nsn.gov.

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Indian Affairs Department- Tobacco Cessation and Prevention Program	\$ 35,000.00
Behavioral Health	\$ 10,633.00

## 2012 Goals / Objectives / Status

- Sustain established tobacco cessation activities of the current program.
- To establish cessation program in collaboration with BSHD and IHS - STATUS: Classes continued to be taught with several BSHD programs- Alcohol Ed, Parenting

- and other counselor's groups, education is for both for community and incarcerated participants
- Increase availability of natural tobacco grown. To ensure natural tobacco is available when needed in ceremony for those males who are interested in quitting using commercial tobacco - STATUS: Continue to provide natural tobacco and seeds from the Montana Native Tobacco Program. Seeds were given to four new men who are willing to provide mentoring to young males who participate traditionally about natural tobacco.
  - Increase awareness on the harmful contents and effects of commercial tobacco. Reduce harmful effects of commercial tobacco by educating about risks of addiction - STATUS: 30 tobacco education presentations were given for groups and 16 with individuals. Three national conferences were provided with the Honoring Tribal Wisdom-Honoring the Gift of Tobacco presentation.
  - Promote mentorship of male youth by adult traditional males to learn origin and purpose of traditional tobacco use. Encourage traditional values by teaching origin and purpose and use of natural tobacco use in traditional ceremonies - STATUS: During tobacco education adult males are encouraged to mentor younger males for the purpose of continuing traditional use of tobacco.

## **2012 Accomplishments**

- Established the MoGro mobile grocery store in Laguna on October 3, 2012.
- Provided pueblo executive council presentation with unanimous approval received.
- Two locations on Wednesdays- CHW and K-Center -11:30am to 7pm
- Cancer Support Group started with community cancer survivors attending twice a month- 2nd and 4th Tuesday of the month. Sessions are ongoing held at CHWD.
- Presented the POL Honoring Tribal Wisdom-Honoring the Gift of Tobacco program method of teaching (the differences between traditional and commercial tobacco) for three national conferences.
- Increased funds for the program by \$5,000 through IAD.

## **2012 Challenges**

- Conflict with keeping Greenhouse in the village of Pagate.
- Delayed program funds from IAD.
- Limited to no referrals to cessation program from ACL, BSHD and community
- Group cessation classes not utilized by Community
- No community volunteers for help with MoGro

## **2012 Collaborations**

- Laguna Behavioral Health
- Isleta ICES group
- Cancer Support Now, INC
- Native American Workgroup
- MoGro Mobile Grocery Store
- La Montanita Co-op

- Johns Hopkins Center for American Indian Health
- Garden's Edge –organic gardening program
- 7 Arrows Community Gardens
- USDA Home Loan program
- Laguna Housing Department
- Malcolm Bowekaty- Pueblo Grant Writer
- Native Community Finance

## **2013 Future Plans**

- On-going Cessation classes: acquire referrals from Laguna BHSD- specifically with the Prevention and Gambling programs and ACL/IHS for cessation; ensure that resources for acquiring natural tobacco are available to replace commercial tobacco when needed in traditional settings.
- Greenhouse will have a permanent location established and will be fully functioning with natural Tobacco grown to be provided to all six villages members who need it.
- Continue collaboration with Cancer Programs to increase knowledge of cessation, support, and tobacco education in relation to Cancer; maintain contact information with current resources; establish connection with new resources-HOPI Cancer Support; Increase participation to Cancer Support group 2x a month- one for support & one for education
- Continue to provide training on Honoring Tribal Wisdom- Honoring the Gift of Tobacco to other communities via conferences and health fairs; submit abstracts when announcements are made; collaborate with other tribal community and their health fairs.
- Collaborate with local schools to provide tobacco cessation/education; continue to work with current groups receiving behavioral health services; work with the local schools to provide materials regarding commercial tobacco health risks including cancer prevention education.
- Increase participation at MoGro store through community outreach and education



# K'awaka Center

## Mission

The mission of the K'awaka center is to provide a multi-purpose, community use facility and site for public, private venues and programs to engage persons of all ages in positive, wellness activities.

## Scope of Work

The scope of work is to provide and manage an ongoing public Venue location that promote overall wellness, culture preservation, promotion of visual and performing arts and Artisans, and facilitate community wide public events, private events, programs/ activities for pueblo and community members. Fee schedules for user fees for space are established for pueblo membership, non-pueblo members, programs and other public users. The standard operational plan delineates procedures and uses of the facility. Requests for use are made through the completion of the Kawaka Center Use Agreement application. Coordination and scheduling of events is completed through the Venue Coordinator, CHW Department. Payment and collection of all fees is made through the POL accounting office process by individuals and via journal entry for POL programs. Designated Public use areas are the West Conference (Cafeteria), Theatre, Gallery (old Library), East Conference Room (old band room); Courtyard, specified classrooms. Sports and Wellness has oversight for coordination and use of the Gym, fields and game room. LCEP occupies 1 large classroom, and a pottery room.

## Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	1

Employee	Title	Contact Number (505) Area Code	Email Address
Rebecca Poncho	Venue Coordinator	552-6652	ponchor@lagunapueblo-nsn.gov.

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna	\$30,413

## 2012 Goals / Objectives / Status

- Provide an ongoing community based, public venue, increase scheduling and programming of center based public and private events: In 2012 a total of 197 events (public and private) were held from January to November. Marketing information for the center was refined, copied and made available to interested users and the public. Movie schedules were sent to LDOE and community on a regular basis. A total of 14

free movie nights were held for the public. The center maintained regular business hours for use of the computer lab-stations on a weekly basis- allowing for 29 individuals to utilize the computer room in the fiscal year.

- Increase usability of indoor and outdoor building for venue events: Maintenance, repairs and grounds keeping was requested and completed by the PWD and program staff on an as needed basis. Janitorial and maintenance schedules were established for the overall complex for offices and public areas. Renovation of two classrooms into two offices occurred to hours the DNR and EM staff. Inventory of all equipment was made to determine the safety of items for continued use. A total of nine tables were discarded due to safety issues.
- Increase number of long term leases at the center: In 2012 three additional services and programs entered long term use assignments of the space. DNR, EM and Bohannon Houston Corp. In addition the BHSD Prevention program, Diabetes Education and PFS occupy classroom space under agreements.

## **2012 Accomplishments**

- Coordinated, hosted and supported, 197 events at the Kawaika Center
- Facilitated Pueblo Council meetings as scheduled on an ongoing basis.
- Provided an accessible site for the 2012 National election voting; served as an early voting site for the County.

## **2012 Challenges**

- Ongoing maintenance issues with the facility overall with heating and plumbing.
- Processing of late submissions for use of the facility.

## **2012 Collaborations**

- Ongoing collaboration with POL programs and entities to schedule use of the facility weekly. Users of the facility included, pueblo programs, LDOE, NMDOT, CHWD, Pueblo Council, DNR, ASD, PSD, PWD, COOs office, ACL hospital, Cibola County, TERC, and others.
- Collaborated with the WE-CIS group to schedule and host ongoing CIS sessions in the Gallery.

## **2013 Future Plans**

- Provide a community based venue for public and private events in 2013; increase the number of scheduled events for public and private venues.
- Implement ongoing, scheduled Community Information Sessions (CIS) monthly.
- Increase the number of long-term users in the facility.



# Laguna Medical Transportation

## Mission

To provide safe, cost effective medical transportation services through for clients access to needed dialysis, medical, health and wellness services.

## Scope of Work

To provide daily transit services for access to dialysis services; medical, health and wellness care, to meet the needs of pueblo community members within the local service area. Specifically, transportation services provide access to the local Dialysis unit; services are provided Monday thru Saturday, 5:30 a.m. to 4:30 p.m. to accommodate early dialysis schedules beginning at 6:00 a.m. and to accommodate late schedules ending at approximately 4:00 p.m. Currently there are approximately 20 clients that the services are offered to for transportation within the six villages of the reservation. Transportation services are provided 6 days a week. Group transport is arranged to ensure efficient scheduling. Operational procedures provide guidance for administration of the program. Drivers receive CPS, First Aid, and specialized training to assist in the case of emergencies involving the dialysis clients until EMS arrives. The overarching goal is to operate a medical transportation services with multiple funding mechanism to ensure access to health services when needed.

## Organizational Description

Number of Employees	2
Number of Laguna Pueblo Members	2

Employee	Title	Contact Number (505) Area Code	Email Address
Brandon P. Mariano	Transit Supervisor ( funded under Shaa'srk'a)	552-5737	bpmariano@lagunapueblo-nsn.gov
James Riley	Medical Transporter	552-9850	jriley@lagunapueblo-nsn.gov
Russell Martin	Medical Transporter	552-9850	rmartin@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo (100%)	\$68,619

## 2012 Goals / Objectives / Status

- Improve Access to Dialysis Transport: The program became operational in October 2009 and the drivers have undergone extensive training, observations, lift and tie down procedures. Coordination of rides for dialysis has occurred through central

- dispatch of the Shaa'srk'a Transit program. Currently there are approximately 20 clients that utilize this service weekly to access life-saving dialysis services at ACL.
- Provide Medical Transportation: The program has focused on dialysis and scheduled medical services transport. Coordination and scheduling of riders is completed jointly with the program and DCI.
  - Integrated Program into consolidated system: The LMT program is part of the overall Shaa'srk'a Transit program. This provides a central access point for coordination of all services for all dialysis transport and other medical transport that can be scheduled.

## **2012 Accomplishments**

- Laguna Medical Transportation has met the need of dialysis patients and as well as medical patients. Number of client transports provided: 3,933; Service miles: 65,583
- Russell Martin received his Commercial Driver's License in March 2012 (Class B with P and S Endorsements)
- Laguna Medical has been awarded a brand new medical van under the Pueblo CIP to replace the 1990 van.

## **2012 Challenges**

- Identification of medical transportation specific training programs.
- Performing regular PM on all vehicles to prevent major vehicle repairs.
- Identification of feasible, cost effective options for vehicle repairs.

## **2012 Collaborations**

- Collaborations and coordination with DCI is still ongoing to identify new, potential patients for the service.
- A single point of entry/contact was established for referrals through Transit central dispatch; allowing all calls to be navigated to appropriate Drivers.
- Shaa'srk'a Transit staff has served as the primary dispatch and coordinator for all rides of the Laguna Medical Transport. Shaa'srk'a staff has provided all observations, and operational training, in house for the LMT drivers.

## **2013 Future Plans**

- Provide safe, efficient Dialysis transportation services and medical transportation.
- Provide medical transportation services to Third party and other eligible patients.
- Improve access to dialysis services and medical services through coordinated scheduling, and brokering of services.
- Provide ongoing training for Drivers; including access to CDL training.

# Shaa'srk'a Transit

## Mission

To provide safe, affordable and accessible transportation to the public within the Pueblo of Laguna

## Scope of Work

The overall scope of work of the 5311 non-urban, rural, Federal Transit Administration funded program is to implement a coordinated system of transportation within the defined service area of Laguna reservation, Cibola County with linkages to Bernalillo County. Transportation services serve as a linkage or connector to allow persons to access services and program that meet their medical, educational, shopping, wellness, and recreational needs.

Specific services provided are subscription services, demand response service, and fixed route. A proposed fixed route service along the identified 16 mile route from Mesita to ACL Hospital and Laguna to Route 66 Casino is pending. In 2012 a total of 7,878 rides were provided to the community.

## Organizational Description

Number of Employees	5
Number of Laguna Pueblo Members	5

Employee	Title	Contact Number (505) Area Code	Email Address
Brandon P. Mariano	Transit Supervisor	552-5737	bpmariano@lagunapueblo-nsn.gov
Yvette Mooney	Dispatch/Driver	552-9850	ymooney@lagunapueblo-nsn.gov
Patricia Kurtz	Shuttle Driver	552-9850	pkurtz@lagunapueblo-nsn.gov
Nicholas Ortiz	Shuttle Driver	552-9850	nortiz@lagunapueblo-nsn.gov
Ann Cheromiah	Shuttle Driver	552-9850	acheromiah@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
FTA-5311, NMDOT Transit Rail Division	\$184,317.00
Pueblo of Laguna Match	\$75,101

## 2012 Goals / Objectives / Status

- Goal: Improve system operational efficiency. Objective: Increase dispatcher support to 75% to operational time for the program. Status: The dispatcher is scheduled during peak hours to dispatch all calls; 7,878 rides were coordinated.

- Goal: Increasing ridership/ensure optimal operational safety. Objective 1: increase number of new and first time riders; increase student ridership. Status: The transit staff actively recruits new clients. Current Trips: 7,878 Miles: 93,368 Hours: 4,630.50. Objective 2: Enhance driver skills. Status: Drivers are required to go through defensive driving training. The drivers complete their defensive driving before their certification expires. Objective 3: Maintain vehicles. Status: PM services are done every 3,000 to 7,500 miles. Repairs and replacements of parts are done as they occur.

## **2012 Accomplishments**

- Completion of the Multi-Modal Garage was accomplished under the FTA-ARRA funding (392) the \$200,000 was expended as of December 8, 2012. The Grand opening for the facility occurred September 2012. The PWD Garage staff is slated to occupy the facility by January 2013 and the garage will be available for Transit services.
- Shaa'srk'a Transit is fully staffed. Hired one part time driver.
- Supported public health disaster relief in operation big snowflake to rescue stranded motorists in January 2012 along I-40 in Laguna; transported clients to safe locations (Took place in the late part of December 2011)
- Continued operational enhancements occurred under the FTA-TTP (391) program. Funding supports the Program Manager salary and also the Garage Lead Mechanic position (pending). Funds are available to the POL until expended under this program.

## **2012 Challenges**

- Maintaining older transit vehicles.
- Implementing fixed route to Route 66 Casino due to cost impacts.
- Keeping repairs to a minimum

## **2012 Collaborations**

- Collaborations and coordination with local entities; LDOE-PFS for share passes
- Collaborated with CIS for rides to sessions
- Collaborated PWD for hosting grand opening event.

## **2013 Future Plans**

- Initiation of the local fixed route that will run from the village of Mesita to ACL with 7 pre-determined stops.
- Initiate planning efforts for Route 66 run from Laguna to Route as a pilot project with NMDOT funding.

## Social Services

### Mission

To provide child, adult, and elderly protective services through crisis intervention for neglected, abused, sexually abused, and exploited individuals; ensuring ICWA protection, placement, case management, and permanency planning requirements.

### Scope of Work

Serving Laguna pueblo members residing within the service area of the reservation. Services to be extended beyond the reservation if and only when ICWA needs are identified. Program services primarily focus on Child Protection, Adult Protection, General Assistance and Income Support needs, Child, Family and Adult/Elderly services, Indian Child Welfare Act (ICWA) services and other Support services.

### Organizational Description

Number of Employees	6
Number of Laguna Pueblo Members	4

Employee	Title	Contact Number (505) Area Code	Email Address
Marie A. Alarid, MSW	Program Manager	552-9712	malarid@lagunapueblo-nsn.gov
Maytha Chavez	Administrative Assistant II	552-9712	mchavez@lagunapueblo-nsn.gov
Rebecca Quam	Social Services Specialist II	552-9712	rquam@lagunapueblo-nsn.gov
Verna Solomon	Social Services Specialist I	552-9712	vsolomon@lagunapueblo-nsn.gov
Erika Poncho	Social Services Specialist I	552-9712	eponcho@lagunapueblo-nsn.gov
Barbara New-Sacco	Social Services Specialist I	552-9712	bnew-sacco@lagunapueblo-nsn.gov
Geri Cheromiah	Admin. Asst. I	Retired 12/12	N/A

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
923-638 BIA	\$334,555
Title IV-B Child Welfare Plan	\$31,718
Title IV-B Promoting Safe Families	\$57,802
POL Pueblo	\$143,454

## 2012 Goals / Objectives / Status

- Develop the Foster Care Parent Training curriculum, recruit, and license appropriate foster care parents/homes within the reservation. This goal is ongoing; the curriculum is being re-evaluated and updated for purposes of providing current and appropriate information, materials, and resources to recruiters.
- To maintain and update client case files and program procedures for contractual compliance based on BIA program yearly review. This goal is ongoing.
- The program continues to experience a high volume of referrals and complex cases in which we have provided services in the following as such:

Client per quarter:

Child Welfare	6 (Foster Care clients)
General Assistance	4 cases
Residential	0 cases
Adoption	1 case
Pre-Adoption	10 cases
Guardianship	7 cases

Service only cases:

Child Protective Services	63 cases
Adult Protective Services	4 cases

Serviced /Assisted with ICWA cases per last quarter:

ICWA (members)	10 cases
ICWA (total as of November)	55 cases

## 2012 Accomplishments

- Has participated in and/or hosted several events as following:
- Throughout 2012, participated in several POL Workforce Excellence meetings, activities, and events in conjunction with pursuing the development of quality assurance/excellence for staff and community.
- Throughout 2012, participated in discussions and strategy planning meetings with Community Health & Well Department and Laguna Department of Education for to enhance services to students of the Department of Education for purposes of address student needs both emotionally and socially.
- February 2012 provided a Community Services Information Presentation to the POL community regarding program services and Duty to Report, 18 community members were in attendance.
- February 2012 provided an information/promotional booth at the LBHS Wellness Conference. There were 24 individuals that visited the booth.
- April 2012 hosted the annual Child Abuse Prevention event that included sponsoring the Just Move It Walk/Run event for Laguna Health and Wellness, 48 community members attended the event.
- Throughout April/May 2012, the program staff was involved in the discussions and event planning for the CHWD Summer Program. Such plans brought numerous programs to the table in efforts of establishing productive, positive, and sports and/or

- physical activity incentives for our children, adolescents, and youth individuals to get involved with for the summer months.
- June 2012 the program went through a two day program In-Service to develop our staff/program needs and to enhance program quality assurance.
  - July 2012 provided the POL Department of Education/Division of Early Childhood staff an educational presentation on Child Abuse/Neglect Reporting. There were 51 staff members from the Education Department in attendance.
  - September 2012 provided a promotional/information booth at the annual Laguna Feast. There were 140 individuals that visited our booth.
  - September 2012 the program participated in the LBHS Red Ribbon Awareness Week both providing transportation for the runners and the Community “Life” Walk as part of a community awareness to/for the community regarding Alcoholism and the impact to one’s community. Such event was in conjunction with the Annual Multi-Cultural Relay Runners.
  - October 2012 the program staff volunteered their services to the Red Cross/CHWD FLU POD event held at the K’awaike Center for Fall/Flu vaccination to the community/public. Staff assisted in participant registration.
  - October 2012 the program was involved in the community planning and program participation of the Community Halloween Carnival. Involvement extended to the planning and preparation of events, transportation provided to the runners and walkers in the Walk/Run relays, and program information and event booth. There were 168 individuals that visited our booth both for program information and promotional incentives.
  - October 2012 provided a promotional/information booth at the Early Headstart/Department of Education program for their annual School Halloween Event. There were 197 individuals who included teachers, parents, and students visited our booth both for program information and promotional incentives.
  - November 2012 provided a promotional/information booth at the Health & Wellness Conference for the Elderly at Dancing Eagle Event Center. There were 51 individuals throughout the event that visited our booth.
  - Throughout the year the program provided information and has assisted our children and foster families with TANF subsidies to enhance services. Currently ninety percent of our foster families are receiving or have applied for such service, which is at the same level as 2011.
  - Program staff has attended BIA and other various Child/Adult Protective Service trainings throughout the reported year to enhance program services, efficiency, and compliance.
  - Applied for an increase in funding through the POL Pueblo monies for purposes of recruiting two (2) FTEs based on the complexity of cases, the increase in client numbers, services, and ability to provide adequate and appropriate direct services to our clients. Additional trial funding was granted to our program.

## 2012 Challenges

- The program continues to experience an increase in persons served, and increased case complexity and demands of workloads regarding client cases. This is attributed

to the challenging economic times, and other related factors, such as family needs and assistance in family relations, support, financial assistance, transportation, employment issues, and mental health issues.

- To work closely with foster care parents and other collaborating programs to ensure federal regulation/compliance.
- To work closely with Law Enforcement to ensure program Scope of Work and ICWA regulation/compliance.
- Improve assistance to families in solving problems related to family functioning and interpersonal relationships.

## **2012 Collaborations**

- Collaborated and provide liaison assistance to state CYFD offices regarding ICWA needs and information.
- The program was a participant and continues as an interested party in collaborating with other Laguna pueblo departments in the U.S. Department of Justice Coordinated Tribal Assistance Solicitation grant.
- Collaborates with Law Enforcement, Health and Medical services, Educational services, Tribal Courts, DOJ Advisory Board, Probation and Parole, Traditional and religious leaders and Village Officials.
- Collaboration and case management is implemented in accordance with the Children's Code, Elderly Code, and P.L. 95-638 and 608 regulations with BIA/Southwest Regional Office.
- Collaboration and involvement in the Community Assessment Planning Meetings Sponsored by the Center for Native American Health for the purposes of developing and fulfilling the need for a health and community assessment three (3) year plan. Two of the three session requirement has been completed. A plan has been designed and community service provider collaboration has been established for discussion and implementation.
- BIA Office of Justice Services, Division of Professional Standards, and Inspection/Indian Police Academy with co-sponsorship with the BIA/Southwest Regional Office of the Branch of Human Services donated children's tricycles and bicycles, clothing items, and school supplies to our program for children in need. Also Molina Health Care, Santa Fe and Albuquerque Nordhouse Law Firm, Armstrong Law Firm, and Dougerty and West Law Firm are donating to our program Christmas items to children and families in need; along with food baskets from Pueblo of Laguna Pueblo Courts.

## **2013 Future Plans**

- Continue to coordinate with pueblo service providers and Laguna/BIA Agency with the Child Protection Team (CPT) with Social Service program directing such efforts.
- Continue to work closely with the State, Federal, Title IV, Tribal, and other grant funding sources to secure further and current funding for foster care and program funds.
- Continue to maintain foster care parent compliance and ongoing training for the purposes of providing appropriate out-of-home placement and quality assurance for



the needs of our pueblo children and any other Indian child (ren) within the service area.

- Continue to increase prevention, outreach, resources, training, and education to the community and service area appropriate service providers already established with the ability to collaborate with surrounding service providers.



## Special Diabetes Program / Fitness Center

### Mission

The mission of the Special Diabetes Grant Program is to provide a spectrum of primary and secondary prevention, early intervention and wellness focused activities to prevent diabetes, as well as to improve diabetes self-management care.

### Scope of Work

The Special Diabetes Grant program is organizationally under the Department of Community Health & Wellness. The Diabetes program has two major functions: Fitness Center and Sports & Wellness. Funding for the program has been provided through Congressional Appropriated funds within the I.H.S. Funds have been provided for twelve years to the Pueblo and have allowed for the development of the Fitness Center. Full funding of the newly created Sports & Wellness program (formerly Recreation) began in 2004. Staff positions are funded under the Diabetes program.

### Organizational Description

Number of Employees	5
Number of Laguna Pueblo Members	5

Employee	Title	Contact Number (505) Area Code	Email Address
Sue Lorenzo	Diabetes Coordinator	552-6652	slorenzo@lagunapueblo-nsn.gov
Jennifer Weeker	Wellness Coordinator	552-6889	jweeker@lagunapueblo-nsn.gov
Shawna Douma	Wellness Coordinator	552-6889 552-7243	sdouma@lagunapueblo-nsn.gov
Ron Sarracino	Acting Manager	552-7243	rsarracino@lagunapueblo-nsn.gov
Merlynn Waconda	Administrative Assistant	552-7243	mwaconda@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Congressional Appropriated Funds – Special Diabetes Program for Indians	\$346,228

### 2012 Goals / Objectives / Status

- Increase physical activity and abilities for all age groups through a wide spectrum of activities ranging from community based sports and exercise programs.
- Fitness Center activities:

- Total enrollment is 1262 client contacts: includes community members, pueblo employees and inmates. Average daily participation is 50+; average monthly participation is 488+.
- LDOE Headstart PAK exercise program March-June 2012 and October 2012-June 2013, sessions were held on Tuesdays in the classrooms. Early Headstart sessions were held on Thursdays during the same months. Participation numbers are as follows: Headstart: 134 students plus staff; Early Headstart: 32 students plus staff.
- Detention – ongoing. Inmates are able to utilize the Fitness Center on TTH mornings from 8:00-10:00

#### Sports & Wellness activities:

- Monthly 'Just Move It' Fun Run/Walk events were scheduled throughout the year.
- These events were held in the different villages and co-sponsored by local resource programs. Participation was anywhere from 25 – 100+.
- See Sports & Wellness report for information on activities.
- Improve knowledge on Nutrition education and healthier eating habits:
- During the Diabetes Wellness Groups sessions snacks were provided to participants – recipes were given so participants could try them at home.
- Nutrition education was provided by the Registered Dietician on a one to one basis as well as group presentations.
- During the POL Community Health Fair held on November 15 we provided a salsa and spinach dip for participants to taste, recipes were available and everyone enjoyed the two.
- Improve self- care management skills of persons with Diabetes:
- Assisted with continuation of the Diabetes Wellness Group held on Tuesday afternoon 1:00-3:00, this session was held weekly at the Fitness Center and Kawaka center. Participation varied from 3-16.
- Provide transit passes to clients for rides to the Fitness Center for exercise sessions.
- Assist clients with one on one education for glucose monitoring. Checked blood glucose and blood pressure for individuals who stopped by the office and fitness center. Assist CHR's with home visits to monitor vitals.

## 2012 Accomplishments

- Having 3 staff obtain Personal Trainer certification in May and November through the Native American Fitness Council held in Flagstaff, AZ.
- Completion of the Project ECHO Diabetes program.
- Filling a Wellness Coordinator position in August.
- Submitting and receiving annual funding.
- Collaboration with resource programs to sponsor JMI Walk/Run events. Increase in participation numbers in these monthly events and other program sponsored events.

## 2012 Challenges

- Motivating people living with diabetes to make their appointments, take better care of themselves and to do some type of physical activity on a regular basis.
- Getting community members to take interest in health education sessions being offered.

- Attracting more people with diabetes (young adults, working people, newly diagnosed, etc.) to attend the Diabetes Wellness group sessions.

## **2012 Collaborations**

- Continued to work closely with the CHR program to provide mini health screenings for POL employees, programs, conferences and other community events. Staff provided PAK sessions in the school settings and Chair exercise for the elders at the new Senior Center.
- Staff participated in NB3 Combatting Childhood Obesity and Type 2 Diabetes in NM
- Convening session.
- Collaborated with ACL Hospital to implement the ongoing Diabetes Wellness Group visit at the K- Center and Fitness Center on a weekly basis. Participants gained knowledge, and support for Diabetes management and control that resulted in lowered A1C. A total of 27 sessions were held.

## **2013 Future Plans**

- Full implementation of Goals and Objectives stated in the Diabetes Grant.
- Continue to collaborate with local resource programs to provide activities/programs and services to the community in efforts to become a healthier community.
- Continue to be visible in the community providing diabetes education, health screenings and other exercise sessions.
- Collaborate with local schools to provide nutrition education and physical activity sessions for children of all ages.



## Sports & Wellness / Diabetes Program / Public Events

### Mission

The mission of the Pueblo of Laguna Sports & Wellness Program is to provide structured wellness/fitness, educational and leisure time activities that enhance the quality of life for the members of the Pueblo of Laguna and the surrounding communities. Through creative programming, the program will offer health and wellness initiatives, leadership activities, cultural preservation program and the physical fitness events all geared toward overall wellness to all who participate.

### Scope of Work

The Pueblo of Laguna Sports & Wellness/Diabetes provides a creative and structured program of activities that entail wellness, fitness as well as educational opportunities for the members of the Pueblo and general public. This is accomplished by utilizing the following program features: Sports programming; special events; recreational field trips; cultural related and fitness programs. Within this aspect the Sports & Wellness Program has adopted a Summer/Fall/Winter and spring programming concept.

### Organizational Description

Number of Employees	3 FTE
Number of Laguna Pueblo Members	3

Employee	Title	Contact Number (505) Area Code	Email Address
Ronald Sarracino	Acting Manager	552-7243 x101	rsarracino@lagunapueblo-nsn.gov
Shawna Douma	Program Coordinator	552-7243 x102	sdouma@lagunapueblo-nsn.gov
Merlynn Waconda	Administrative Assistant	552-7243	mwaconda@lagunapueblo-nsn.gov
Susan Lorenzo	Grant Coordinator	552-6652	slorenzo@lagunapueblo-nsn.gov
Jennifer Weeker	Program Coordinator	552-6652	jweeker@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna – Public Events	\$24,024.00
SDPI - Salaries and Grant Activities*	\$346,228

## **2012 Goals / Objectives / Status**

Increase participation levels in physical fitness and regular weekly exercise programs by community members. Target Population: School aged children 2 to 18, Young Adults age 1- 35, older adults 36-55 and over. Status: The participation levels increased to an approximate total of 9,674 up from 7,985 from last year.

## **2012 Accomplishments**

- Sports Programming: Laguna Baseball Little League (6 teams, 78 participants), 40th Annual Open Little League Tourney (9 teams, 117 participants), Little League All Star Game (2 teams, 36 participants), NB3 2012 Summer Golf Camp (24), 12th Annual Golden Trails Youth Incentive Golf Classic (16 teams, 64 participants), Laguna Sports Academy Summer Youth Basketball League/Camp (25), 2012 Adult Volleyball (16 teams, 128 participants), Snowball Classic 3 on 3 Co-ed Youth Basketball (estimating 200).
- Special Events Programming: Annual Fourth of July Fireworks Display (approximately 1,000 – 1,200), Laguna Fiesta Parade (40 entries) 1,500 to 2,000 public, 2012 Halloween Carnival (476), Elementary Coloring Contest (880), Christmas Lights Decorating Contest (pueblo wide), 2012 Spring Break at K'awaika (71).
- Wellness/Fitness Series: “Just Move It Series” Walk/Runs at all Villages/Fiesta Days (1080), Tiny Tots Summer Sports Program (18), and Youth Summer Sports Program (16).
- Kawaka Center Activities: Game Room/Gym/Pool Tables/Foo's Ball Table/Air Hockey, Public use of Bikes, and assorted games for public use (Total Participants 3261).
- Laguna Dept. of Education Partners for Success Summer Youth Workers: Placement of 2 Summer Workers at the K'awaika Center: Tiny Tots Sports Program 5-8 year olds and Youth Sports Program 9-teen age group, program developed for both female/male participants.
- Capital Funding Request - \$42,000.00: K'awaika Center Sports Complex – Completion/improvement to little league ball field fencing; Purchase of bleachers, bleacher covers and play-ground unit. Installation of bleacher with covers, bleacher covers and play/ground unit have all been completed as of December of 2012.

## **2012 Challenges**

- Programming in a non- fully functional Kawaka Center Facility that includes both indoor and outdoor sports facilities. Properly structured complete maintenance plan for year round facility maintenance to include grounds keeping and continued improvements to existing sports facilities is needed.
- Increase participation by community members in activities/programs being offered.

## **2012 Collaborations**

CH&W Division, CHR, Veterans Office Public Works, Public Safety, LDOE, LDC BHSD and other entities through sponsorship of activities and programs.



## 2013 Future Plans

- Development of a comprehensive wellness/fitness programs at the K'awaika Center Complex that will enable programming to focus on the wellness and fitness component of the DM Grant and increase participation level of the activities and programs being offered by Sports & Wellness Program to the community membership on a year round basis.
- Improvement and expansion of the Kawaka Center Outdoor Sports Complex. Development of 1 T-Ball Baseball field added bleachers/shade; landscaping features and development of a play-ground/park area, parking area and restroom facilities.
- Engage and support overall POL planning efforts of the Kawaka center footprint for development of a new facility



## Veteran's Program

### Mission

To promote the rights of all Veterans and their dependents through a progressive legislative platform; to protect their rights through education, communication and technology; and to work collaboratively with the Department of Veteran Affairs and other nationally chartered Veterans organizations to assure that all Veterans and their dependants receive the entitlements afforded all US military veterans.

### Scope of Work

To assist Veterans and their families in connecting to service programs at the tribal, state Veterans Administration levels. VA connections for service include: VA Health Care Benefits, Veterans with Service-Connected Disabilities, VA Improved Disability Pensions, Education and Training, Home Loan Guaranty, VA Life Insurance, Burial and Memorial Benefits, Reserve and National Guard Benefits, Special Group of Veterans, Transition Assistance, Dependants and Survivors Health Care, Dependant and Survivors Benefits, Appeal of VA Claims Decisions, Military Medals and Records, other State and Federal Veterans Benefits.

### Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	1

Employee	Title	Contact Number (505) Area Code	Email Address
Marvin Trujillo	Veterans Program Manager	552-5738	mtrujillo@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo (100%)	\$83,000

### 2012 Goals / Objectives / Status

- To provide accessible local services to Veterans and their dependants by having an accredited Veterans Service Officer stationed at the Pueblo.
- To assist Veterans and their dependants in application for State of New Mexico and Federal Veterans Benefits. Status: Assisted 65 individuals.
- To assist Veterans with application for Discharge Paperwork DD-214, NGB-22 and with Personal Military History and records. Status: Assisted 20 individuals.
- To assist Veterans with application for Service-connected disability compensation. Status: Assisted 65 individuals.

- To assist Veterans with application for Improved Disability Pensions. Status: Assisted 20.
- To provide Veterans and their dependants with Military Burial and Memorial Benefits and application to the National Cemetery for Funeral Honors, Flags, and Veterans Headstones. Status: Assisted 13 families.
- To assist Veterans and their dependants with application into the Veteran's Administration Medical Center (VAMC) and the VA Home Based Primary Care for health benefits. Status: Assisted 39 individuals.

## **2012 Accomplishments**

- Transitioned from the Governor's Office to the Community Health and Wellness Department. Improved services in care coordination, case management and customer satisfaction.
- Assisted Veterans with receiving \$443,025 dollars in Veteran Awards related to Service Connected disabilities and VA Improved Pensions claims and \$165,000 in healthcare benefits for a total of \$608,025 combined. Increased benefits award amount by \$358,025 from 2011.
- Managed, tracked and navigated 65 major service connected claims and 20 VA Improved Pension and Widow Death Pension claims at various stages of the Veterans Administration process. Enrolled 39 new members into the VA Health Care System and the VA Home Based Primary Care system. Transported 30 Veterans to the VMAC and VA regional office for access to services.
- Planned, coordinated and executed Military Funeral Honors for 13 deceased Veterans and assisted family members with burial allowance and survivor benefits in the Villages of Laguna, Paraje, Seama, Paguate, and Encinal.
- Set up transportation services and coordinated care for Veterans to and from the VA Regional Office and VA Hospital in Albuquerque.
- Transitioned Veterans files to the new E Benefits and My Healthevet internet access for faster communication for Veterans Benefits.
- Hosted the 2012 Laguna Veterans Day Run and Breakfast event on November 10th, 2012. Over 100 Pueblo members, Veterans and their family members participated in the event.
- Hosted Veteran Outreach and information meetings in Laguna, Mesita, Paraje and Paguate.
- Participated in the POL-CHWD-CHR Community Health Fair and conducted a Community Information Session (CIS) for Veterans at the Pueblo.

## **2012 Challenges**

No funding available at the Federal and State level for funding Tribal Veteran Service Office operation on pueblo lands.

## **2012 Collaborations**

- Worked with the Veterans Health Care Administration's Facility Planner to research and develop planning for a Tele Health and Tele Medicine site at the Pueblo.

- Worked with the Community Health Representatives (CHR) to conduct outreach and extend services to the community.
- Collaborated on a health information sharing session with the Laguna Diabetes Prevention Program to provide outreach to the community.
- Worked with the Veterans Health Care Administration's Home Based Primary Care Team to enroll Laguna Veterans into the program.
- Worked with Dr. Guzman from Laguna Behavioral Health to better serve and assist Veterans suffering from Post-Traumatic Stress Disorder.
- Coordinated transportation services for Veterans with the Laguna Sharska Transit System for Veterans who did not have transportation.
- Cross referred with the Laguna Benefits Office to assist Veterans who needed assistance with applying for Social Security and Medicaid Benefits.
- Worked with Marvin Ginn from Native Community Finance and Eric Schneider from the New Mexico Finance Authority to set up resources for Native American Veteran Housing.
- Worked with the New Mexico Veterans Business Resource Center to assist Veterans with developing Business Plans and Small Business resources.
- Worked with Laguna Sports and Wellness program to coordinate the 2012 Laguna Veterans Day Run and Walk.
- Worked with the New Mexico Work Force Solution Veterans Assistance Division, the Laguna Acoma Connections and Partners for Success to assist Veterans with Job Assistance and Vocational Rehabilitation Assistance.

## **2013 Future Plans**

- Seek and secure Federal, state or local funding from the Veterans Administration to operate and maintain the Veterans Office.
- Increase community outreach through the Community Information Session (CIS) Program; conduct a Veterans Outreach Session Series for the Pueblo on the following areas: Veteran Administration Benefits, Veteran Health Care Benefits, National Cemetery Benefits, Veteran Housing and Veteran Business Development.
- Assist Veterans with the process to build and remodel homes for Laguna Veterans.
- Establish new Veterans Businesses at the Pueblo.



# Environmental and Natural Resources Department

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## Environmental and Natural Resources Director

### Mission

The Environmental and Natural Resources Director provides coordination of all departmental programs to protect, monitor and enhance the natural resources and environmental quality of the Pueblo of Laguna.

### Scope of Work

The Director oversees the Environmental and Natural Resources Department and assists the COO and the other department directors with administrative and executive level operations and functions. In addition, this position will also assist in the development and updating of standard operating procedures and policies that are necessary for the function of the programs. The Directors office may also represent the Pueblo on upper level consultations related to environmental and natural resources issues with outside entities including state and federal governments

### Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	0

Employee	Title	Contact Number (505) Area Code	Email Address
Adam Ringia	Director	552-7512	aringia@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
General Fund	\$96,309

### 2012 Goals / Objectives / Status

- Assist the departmental programs in developing and achieving goals and vision for the future
- Hired new program managers for both Natural Resources and Environmental Programs.
- Redesigning department for streamlining of goals and functions.
- Provide safe and sufficient space and resources for programs to function at optimal levels
- New facility in development at the former Industrial Arts building adjacent to the K Center – anticipated relocation – June 2013.

- Reorganize, expand and develop the department to meet the goals and needs of the Pueblo of Laguna
- Departmental redesign has been approved by COO for implementation in 2013 pending budget approvals
- Represent the Pueblo of Laguna to the rest of the world with regards to Environmental and Natural Resources Topics

## **2012 Accomplishments**

- Hired a Department Director – April 2012
- Hired new program managers for both Natural Resources and Environmental Programs.
- Redesigning department for streamlining of goals, functions, administration.
- Designed new location for entire department with help of Public Works Department
- Assisted with the Workforce Excellence initiative and in its transition into a general expectation.
- Facilitated the attendance at over 63 training opportunities for departmental staff

## **2012 Challenges**

- Upper level staff vacancies and turnover severely hampered departmental productivity in 2012.
- Inter and Intradepartmental Communication
- High level of new staff/staff turnover
- Distributed offices – 3 locations

## **2012 Collaborations**

- The Director worked with other departments, programs, offices and entities to forward the goals of the department.
- Worked in collaboration with federal, state, local and NGO groups as needed.

## **2013 Future Plans**

- Implementation of departmental redesign.
- Analysis of internal operational efficiency.
- Exploration of additional funding opportunities.
- Continued development of departmental vision.



## Environmental

### Mission

To build Pueblo environmental capabilities, while providing comprehensive environmental services for the Pueblo, to protect and enhance the surface water and ambient air quality on the Laguna reservation.

### Scope of Work

The Environmental Program is one of the six programs within the Environmental and Natural Resources Department and is comprised of the following programs/projects: Environmental Management/Administration, General Assistance Program (GAP), Water Quality Program under the CWA Section 106, and starting from October 1, 2011, Air Quality Project under the CAA Section 103. The Environmental Management supervises all federally funded programs and is responsible for the administrative and financial accountability of the Environmental Program. The GAP is responsible for implementing the Environmental Protection Agency's policies to ensure compliance with federal regulations, provides technical assistance to the Pueblo and consultation on environmental issues, supervises the ongoing environmental monitoring projects, continues post-closure monitoring of former dump sites, and disseminates educational materials to public/schools. The Water Quality Program conducts reservation-wide surface water monitoring by collecting analytical and physical data for the development of Water Quality Standards. The Air Quality Project establishes Pueblo air quality office to initiate participation in the regulatory air quality management.

### Organizational Description

Number of Employees	4
Number of Laguna Pueblo Members	3

Employee	Title	Contact Number (505) Area Code	Email Address
Chemanji Shu-Nyamboli	Environmental Program Manager	552-7534 ext. 112	cnyamboli@lagunapueblo-nsn.gov
Curtis Francisco	Water Quality Specialist	552-7546 ext. 111	cfrancisco@lagunapueblo-nsn.gov
Colleen Garcia	Environmental Specialist	552-7546 ext.114	cgarcia@lagunapueblo-nsn.gov
Dorothy Beecher	AQ Specialist/ Env. Technician	552-7546 ext.113	dbeecher@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
General Fund	\$70,704
EPA – General Assistance grant	\$165,000

EPA – Water Quality grant	\$130,000
EPA – Air Quality grant	\$100,000
New Mexico Clean and Beautiful Grant	\$1000

## 2012 Goals / Objectives / Status

- Coordinate and monitor EPA grant obligations.
- General Assistance grant goals are to continue to build the environmental capacity and administrative infrastructure for Pueblo environmental program.
- Water Quality grant goals are to build/maintain a surface water quality program and establish Water Quality Standards – pending legal review and council presentation.
- Air Quality grant goal is to create Pueblo air quality office and to build capacity to initiate Pueblo participation in the management of air quality on the Laguna reservation.

## 2012 Accomplishments

- Three funding applications were submitted and approved by the EPA Region 6 for FY 2012: GAP (\$165,000), WQ Program (\$130,000), and AQ Project (\$100,000).
- NM Clean & Beautiful Grant for Graffiti Removal Project completed.
- A new Environmental Program Manager was hired in September 2012.
- All revisions, updates and required reports submitted.
- The Jackpile Mine site was proposed to the National Priority List (NPL) on March 15, 2012. EPA anticipates the final listing to occur during the next NPL update (tentatively scheduled for April 2013).
- Radiation and radon testing and abatement completed - 24 contaminated properties within the six (6) Villages.
- ~1,000 tons of radiological waste from contaminated homes disposed off-site.
- Bi-weekly/monthly maintenance and quarterly sampling of groundwater at the Laguna Mart bio-remediation site. Quarterly Reports indicate that the extraction is effective in reducing the contamination at the site.
- The Transwestern Compressor Station #6 2011-2012 groundwater remediation monitoring shows a significant decrease in groundwater contamination.
- The Water Quality Program completed four rounds of physical parameters data from 33 locations, four rounds of full analytical data from primary streams, and two rounds of ambient toxicity samples from 12 locations reservation-wide.
- The Water Quality Program staff assisted with Benthic Macro invertebrate sampling.
- Pueblo Air Quality office was established and developed capacity in 2012.
- Post-closure monitoring of former dump sites continues on monthly basis for illegal dumping and to check the integrity of final covers. No major problems were found.
- Laguna Community Recycling Program Statistics can be found in the POL Utility Authority annual report.
- Outreach to community included presentations to Staff and Council on the ongoing environmental projects, and participation in community activities.

## **2012 Challenges**

- In 2012 the Environmental Program was without a Program Manager for the majority of the year.
- The Environmental Program office moved to the K-Center in August 2012.

## **2012 Collaborations**

- Environmental Protection Agency (EPA) Region 6
- New Mexico Environmental Department (NMED) Petroleum Storage Tanks Bureau
- Eight Northern Indian Pueblos/Office of Environmental Technical Assistance (ENIPC-OETA).
- Bureau of Indian Affairs (BIA) Laguna Agency
- New Mexico Tech
- Pueblo Departments and Entities, primarily: ENRD, Public Works, Laguna Development Corp., and Laguna Utility Authority.
- Northern Arizona University, Institute for Tribal Environmental Professionals (ITEP)

## **2012 Highlights**

- Increased federal funding for the Air Quality Project grant under CAA Section 103.
- Environmental Program staff involvement in the completion of residential home assessments for Uranium and Radon
- Completion of the former Paraje Trading Post clean up – a No Further Action letter was received.
- Upload of water quality data into national Water Quality database, STORET.
- Brownsfields Phase I Site Assessments at Laguna Industries Inc & K-Center.

## **2013 Future Plans**

- Move into new combined ENRD Building.
- Departmental redesign will add POL NALEMP to the Environmental Program
- Continue to secure federal funds for future program operations under GAP, CWA Section 106, and CAA Section 103.
- Finalize the Superfund designation for Jackpile mine site.
- Organize the Earth Day litter cleanup in each Village under the General Assistance Program grant.
- Continue developing and obtain EPA approval of POL Water Quality Standards.
- Continue to build analytical/physical parameters database for Laguna surface waters.
- Conduct annual revisions and updates of QA/QS documents.
- Complete Emissions Inventory – Level 4 (Air Quality)
- Continue to build staff capacity through participation in training workshops, seminars, conferences.



# Mt. Taylor

## Mission

To sustainably manage and maintain the Mt. Taylor property from a biological, economical and culturally sensitive perspective.

## Scope of Work

The Mt. Taylor program works to sustainably manage the natural resources of the property including: monitoring and maintenance of the boundary fences and structures, monitoring the property for trespass, development of Pueblo opportunities, provide annual hunting opportunities, maintenance of water sources and roads, management the feral horse herds.

## Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	1

Employee	Title	Contact Number (505) Area Code	Email Address
Robert Natseway	Ranch Laborer	228-7979	rnatseway@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo General Fund	\$152,765

## 2012 Goals / Objectives / Status

- Protect the boundaries and resources of the Pueblo of Laguna
  - Limit trespass with presence and patrolling.
  - Survey for condition and repair external and internal fences– western boundary quarter mile burn area expected repair in 2012.
  - Protect high value properties with regular checkup. Water never turned on in 2012 (internal piping work unfinished) so no winterizing required.
  - Installed new main gate to the property.
- Develop Pueblo Access Opportunities
  - Monitor hunting activity permitted by Natural Resource Program – assist hunters when needed/requested.
  - Improve road access and internal roads – roads in poor condition, some blading with motor grader and some tire dragging late in the year. Working with Engineering to develop improvement plan.
  - Report on activities to the public via On the Wind departmental newsletter.
  - Support Economic Options Analysis
- Biological Management of Ranch Properties

- Submitted US Fish & Wildlife Tribal Wildlife Grant for stream habitat improvement on 76 acres of Water Canyon corridor within the Ranch.
- Internal fence line survey – not addressed in a significant way.

## **2012 Accomplishments**

- Removed portion of downed timber from earlier BIA thinning project.
- Maintained check/winterization of Rock House and Lodge.
- Updated MTP gate lock system for easier, more secure access for hunters & others.
- Identified and provided campground locations for hunters.
- Distributed campfire rings at campsites.
- Provided comments and review for the Mt Taylor/Silver Dollar Strategic Plan.
- Repaired heavy equipment for future use
- Cleaned garage/slaughter house for future renovation.

## **2012 Challenges**

- Heavy snows in early 2012.
- Poor road access to the Ranch via main road and to Western areas via Seco road. Need support from Public Works Roads to accomplish program objectives.
- Perimeter fence in marginal condition and often on very difficult and remote terrain.
- Distance and communication difficulties for project oversight.
- Overly dense forest vegetation and increased catastrophic fire risk.
- Insufficient staff to conduct large scale projects needed to upgrade property.
- Road grader not received until August 2012
- Staff not hired until April
- Manager left in October
- Water never turned on in 2012.
- Drought reduced opportunity for fisheries development

## **2012 Collaborations**

- Pueblo Departments and Programs: Public Safety, Accounting, Public Works, Courts, Admin Services.
- Federal - Laguna BIA Agency
- State –NM Department of Game & Fish
- Private/Other – Pueblo Members, Cebolleta Land Grant Cattlemen’s Association,
- Villa de Cubero owner and in-holder at the MTGR

## **2013 Future Plans**

- Departmental Redesign will merge Mt. Taylor Ranch goals into the Natural Resources Program.
- Plan for internal fencing and infrastructure based on outcome of Strategic Plan and subsequent Pueblo Council Directives.
- Assist Public Works Roads Program for increased road work. Perform maintenance.
- Increase outdoor opportunities for Laguna members including possibly increased wood hauling.

- Survey entire boundary fence and schedule repairs where needed and as is feasible.
- Reduction of the elk population and the increase in mule deer population for community hunts as consistent with Strategic Plan.
- Tribal Wildlife Grant applied for to rehabilitate stream and ponds for Pueblo fisheries.
- Work with BIA Forestry to identify options to reduce risk of catastrophic fire.





# **Native American Lands Environmental Mitigation Program (NALEMP)**

## **Mission**

To reclaim and enhance the impacted Formerly Used Defense Sites (FUDS) lands for the utilization by all Pueblo members, visitors and future generations. The uses include, but are not limited to; hunting, camping, livestock grazing, wildlife habitat, and cultural uses.

## **Scope of Work**

NALEMP's main responsibilities are to assess, mitigate and remediate FUDS used by the United States Army Air Corps during World War II from the Former Kirtland Air Field and any other Department of Defense Sites that have been newly discovered. NALEMP works in collaboration with the US Army Corps of Engineers and manages Cooperative Agreements and contractors to complete the scope of work of those agreements.

## **Organizational Description**

Number of Employees	1
Number of Laguna Pueblo Members	1

Employee	Title	Contact Number (505) Area Code	Email Address
Sabin Chavez	NALEMP Specialist	552-7114	smchavez@lagunapueblo-nsn.gov

## **2012 Financial Description**

Funding Source	Annual Operating Budget Amount
USACE/Dept. of Defense	\$927,000

## **2012 Goals / Objectives / Status**

- Awarded Contract for upcoming project to Malcolm-Pirnie for 2013 activities
- (SPIP), for upcoming project sites
- Continue Administrative Record Documentation and Database updates – Completed Feasibility Report, Long Term Monitoring Plan, and updated SPIP.
- Remedial Action(surface clearance) @ PBR N-9, to be conducted once the Feasibility Study @ PBR N-9 has been developed and approved

## **2012 Accomplishments**

- Completion and closing out of FY10 CA for PBR S-12 project. All final reports have been submitted and approved.
- Awarded Sixth Two-year Cooperative Agreement, as well as “Optional Tasks” being funded for Eidson Ranch and JATO Sites 1 & 2

- Long-Term Monitoring Plan developed for PBR S-12
- Community outreach – Presented three booths at community events

## **2012 Challenges**

- Inclement weather has been and will continue to be one of the programs biggest challenges, due to the sites being located in remote areas on pueblo lands.
- Field Work for upcoming projects, due to locations of sites.
- Deliverables schedule for report reviews and approvals.

## **2012 Collaborations**

- POL NALEMP will continue to work closely with United States Army Corps of Engineers (USACE) and DoD with the recently awarded CA.
- NALEMP program will continue to work closely with ENRD to assist with wildlife management counts and livestock concerns.
- Native American Land Environmental Mitigation Program, Washington D.C.

## **2012 Highlights**

- Awarded CA for Pueblo of Laguna NALEMP program by the DoD for remediation/mitigation of PBR site N-9,
- Completion of mitigation project for PBR S-12 site.
- Finalized reports for CA FY10 close-out.
- Approved Long-Term Monitoring Plan for PBR S-12 site.

## **2013 Future Plans**

- Fully mitigate PBR site N-9
- Complete site investigations on Eidson Ranch and JATO sites 1 & 2
- Assess site inspection reports for future funding to mitigate Eidson Ranch and JATO sites 1 & 2.

## Natural Resources

### Mission

The Natural Resources Program is responsible for the protection and management for sustainable use of all natural resources within the boundaries of the Pueblo of Laguna. Our primary goal is management of resources from a culturally sensitive, biological and economically sustainable perspective, for the well-being of the community.

### Scope of Work

The Natural Resources Program is responsible for the proper management of the following resource areas: wildlife, fisheries, range, forestry and woodlands, watershed and wetlands, water resources, agriculture, Safety of Dams and air space. Program services include distributing hunting permits for big/small game to Pueblo and Non-Pueblo members; permits for wood hauling and Christmas trees to the Pueblo community; administrative and technical assistance to the Pueblo's seven Livestock Associations, the Pueblo Livestock Board, and village farmers; management of wildlife and feral horse populations; and fence and windmill crews from the to facilitate maintenance and repair of rangeland structures and improvement of the range.

In efforts to accomplish program initiatives federal and state grants/proposals towards natural resources related projects continue to be part of our Scope of Work. Currently the Natural Resource Program administers externally funded projects, and provides administrative support for departmental sub-programs; the Silver Dollar Ranch and Mount Taylor Game Ranch.

### Organizational Description

Number of Employees	12
Number of Laguna Pueblo Members	9

Employee	Title	Contact Number (505) Area Code	Email Address
Roman Pawluk	Natural Resource Manager	552-7512	rpawluk@lagunapueblo-nsn.gov
Donald P. Sarracino	Natural Resource Technician – Dam Tender	552-7512	dpsarracino@lagunapueblo-nsn.gov
Alisha Antonio	Natural Resources Specialist	552-7512	aantonio@lagunapueblo-nsn.gov
Patricia Romero	Administrative Assistant	552-7512	promero@lagunapueblo-nsn.gov
Robert Alexander	Range Management Specialist	552-7512	balexander@lagunapueblo-nsn.gov
Aaron Lorenzo, Sr.	Range Technician	552-7512	alorenzo@lagunapueblo-nsn.gov
Loren Arkie	Range Laborer	552-7512	larkie@lagunapueblo-nsn.gov

Ray Konico	Windmill Technician	552-7512	rkonico@lagunapueblo-nsn.gov
Billy Delores	Windmill Technician	552-7512	bdelores@lagunapueblo-nsn.gov
Arnold Antonio	Maintenance Technician	552-7512	aantonio@lagunapueblo-nsn.gov
Nevin Garcia	Range Laborer	552-7512	ngarcia@lagunapueblo-nsn.gov
Delbert Siow	Range Improvement Technician	552-7512	dsiow@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
POL General Fund	\$461,238
Safety of Dams – 638-contract	\$10,000 (annual funding)
BOR – 638 contract Irrig Infrastructure Plann.	\$96,364 (one time funding, but may increase)
BIA 638 Grant, Hazardous Fuels Reduction	\$544,209 (Irregular allocation)
BIA 638 contract, Natural Resources Agr/Rang	\$118,975 (annual funding)
BIA 638 contract, Water and Irrigation	\$75,303 (annual funding)
BIA 638 contract, Range Inventory	\$280,000 (One time funding from 2010)
NM Water Trust Board – Seama Reservoir Rehabilitation	\$271,315 (One time funding-expended in 2012)

## 2012 Goals / Objectives / Status

- Manage POL Natural Resources
  - Manage big game populations – Aerial surveys-complete, Hunts ongoing
  - Hazardous fuels reduction - spray salt cedar re-sprouts of approx 290 acres.
  - Provide woodcutting opportunities – 6 wood cutting blocks were open, over 464 wood harvesting permits issued.
  - Wildlife Management Plan – Basic presence absence data still being collected; developed habitat zone map.
  - Assist Laguna farmers – pilot project assisting Paguate farmers clear brush to open past farm fields for cultivation.
  - Grant project to identify irrigation infrastructure to evaluate needed improvements.
- Assist Livestock Associations with Range Management
  - Educate the range community in sustainable range management practices – presentations, individual and joint meetings with livestock association executives of most associations, range tours of associations.
  - Assist associations in enhancing water resources – dug trenches for waterlines for associations, provided windmill and water dispersal equipment and maintenance.

- Administer POL Livestock Board Functions – LSB Meetings, completed Livestock Board Ordinance revision, Grazing Ordinance revision.
- Manage trespass livestock issues as they arose throughout calendar year.
- Manage Feral Horse Population-developing plans to address Seama issues
- Support Pueblo Priorities
  - Increase self-sufficiency of the NR Program – Brought in additional funding from BIA for Safety of Dams, Hazardous Fuel Reduction, applied for grant to complete Seama Reservoir repairs, and US Fish and Wildlife Tribal Wildlife Grant.
  - Increase opportunities for Pueblo outdoor activities – Provided Pueblo hunting opportunities, wood hauling permits, developed Silver Dollar camp sites.
  - Improve infrastructure – monitoring and maintaining ranch roads, range infrastructure, fencing, assisted livestock association with infrastructure improvements
  - Improve operational efficiency – hired additional staff to cover additional duties and provide improved service; training staff to increase capacity.
  - Increase outdoor educational opportunities – Hunter education/safety classes (2); Published newsletters (3); participated in conferences/presented talks.

## 2012 Accomplishments

- Issued over 484 fuel wood harvesting permits for community members.
- Provided green wood cutting blocks, Christmas trees and other wood harvesting opportunities to the community.
- 2012-13 Big Game Proclamation published. Issued over 264 Pueblo big game permits for the hunting community, and 26 Non-member permits.
- 108 Pueblo and 18 Non-member Small game permits issued.
- Submitted US Fish & Wildlife Tribal Wildlife Improvement Grant application.
- Published three ENRD newsletters.
- Assumed BIA Safety of Dams Program maintenance/reporting duties throughout 2012
- 290 acres of re-sprouts of Salt Cedar sprayed along Rio San Jose.
- Participation in the Workforce Excellence projects and process
- New manager and familiarized with Laguna resources and operations.
- Participated in Southwest Livestock Days
- New Range Management Program staff on board and office and compound re-organized.
- Hauled formerly thinned timber from Mt Taylor to rodeo grounds for distribution to Pueblo villages for fuel wood through Majordomos.
- Laguna beaver dams opened for better water passage, invasive Russian Knapweed locations mapped.

## 2012 Challenges

- No Natural Resources Manager for large portion of 2012.
- Major drought caused many issues for Laguna livestock associations.
- Conflicting priorities with other departments/programs.

- Federal budget delays.
- Effectively and efficiently split out range management program and incorporate ranches as part of departmental re-design.
- Developing capacity to meet new roles

## **2012 Collaborations**

- Pueblo of Laguna programs and departments
- State agencies including NM Environment Department.
- Pueblo of Laguna Livestock Associations, Livestock Board and NM Livestock Board.
- Laguna Department of Education and schools
- Federal agencies and departments including USFWS, BIA, BLM, BOR, USDA-NRCS.
- Southwest Tribal Fisheries Commission, Society for Range Management
- Staff on planning committee for Native American Fish and Wildlife Society meeting.

## **2013 Future Plans**

- Departmental Redesign to streamline services and administration
- Study and evaluation of portions of hunting proclamation including scheduling / location of hunts, to make more culturally appropriate. Web access to information/application.
- Survey and expansion of wood hauling areas and re-evaluation of permitting process to continue to serve Pueblo members.
- Continue to improve range condition and infrastructure.
- Develop a computer permitting database system to more efficiently serve public and streamline data compilation.
- Move to improved facilities, organize equipment, documents and data resources and improve operating procedures to increase the capacity of the program to take on complex projects.
- Develop priorities based on community and local natural resources needs and plan appropriate projects and seek funding.

## Silver Dollar Ranch

### Mission

To sustainably manage and maintain the Silver Dollar property from a biological, economical and culturally sensitive perspective for the Pueblo of Laguna community.

### Scope of Work

The function of the Silver Dollar Ranch program is to sustainably manage the natural resources of the property including: monitoring and maintenance of the boundary fences and structures, monitoring the property for trespass, development of Pueblo opportunities, provide annual hunting opportunities, maintenance of water sources and roads, management for wildlife and ecological benefit. The Silver Dollar property is closer and more accessible and thus has potential to provide more opportunities for the community members than Mt Taylor.

### Organizational Description

Number of Employees	1
Number of Laguna Pueblo Members	Vacant (0 in 2012)

Employee	Title	Contact Number (505) Area Code	Email Address
Vacant	Ranch Manager		

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo General Fund	\$112,604

### 2012 Goals / Objectives / Status

- Protect the boundaries and resources of the Pueblo of Laguna
  - Limit trespass- regular human presence on site, trespass cattle removed regularly, fence maintenance is on-going.
  - Protect high value properties manager on site most of the year, frequent patrols by Conservation officers and ranch manager. Locked gate. Secured barn/work area.
  - Request winterization by Public Works
  - Changed main gate combination regularly.
- Develop Pueblo Access Opportunities
  - Monitor hunting activity permitted by Natural Resource Program – assist hunters when needed/requested.

- Improve road access and internal roads – roads in reasonable condition after regular maintenance throughout the year and careful restrictions in wet conditions.
- Construct and maintain campsites – completed 2012.
- Report on activities to the public via On the Wind departmental newsletter.
- Contract Economic Options Plan for Ranch Properties – Received Draft November 2012
- Biological Management of Ranch Properties
  - Improve habitat with reduction of feral horse population – removed 35.
  - Secure culverts and began bear trap construction.
  - Light thinning of piñon/juniper around structures

## **2012 Accomplishments**

- Repaired several miles of fence damaged by Seboyeta cattle trespass on East side of property.
- Seven stock ponds reworked with heavy equipment for water storage.
- Finished 14 campsites including firewood and rings overlooking Bear Canyon.
- Hauled many yards of gravel and other road material from Laguna Construction sale and other useful material and tools purchased.
- Remove dredge piles and planted trees at pond sites.
- Identified and provided campground locations for hunters.
- Hosted Behavioral Health Program outing at campsite in September.
- Provided comments and review for the Mt Taylor/Silver Dollar Strategic Plan.
- Assisted in Hunters Education Classes

## **2012 Challenges**

- Severe weather challenges early in year.
- Loss of Ranch Manager – transition to Park Supervisor/Biologist position and hire.
- Feral Horses from off property moved in once resident population removed.
- Perimeter fence maintenance difficult in remote areas.
- Limited staff.

## **2012 Collaborations**

- Pueblo Departments and Programs (Public Safety (Conservation, Detention), Courts, Public Works (Garage, Engineering), other ENRD programs.
- Federal - Laguna BIA Agency
- State – NM Livestock Board, NM Department of Game & Fish
- Private/Other – Pueblo Members, Seboyeta Land Grant Cattleman’s Association.

## **2013 Future Plans**

- Redesign of ENR Department - SDR Program will become part of Natural Resources
- Perimeter fence line road development for easier trespass monitoring and fence maintenance (under the CIP – project managed by Public Works)
- Perform light road maintenance to reduce road damage.



- Review restrictions and look for increased access opportunities for community members including possibly wood hauling and increased camping.
- Survey entire boundary fence and schedule repairs where needed and as is feasible.
- Reduction of the elk and feral horse populations.
- Possible management of some ponds for fish populations.



# Public Safety Department

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## Public Safety Department Director

### Mission

To improve the overall quality of life for every Pueblo of Laguna Pueblo Member, by honoring the Core Values that have been established, coordinating with all departments to work as a team, and handling our responsibilities in the most professional manner.

### Scope of Work

Establish continuity and improve coordination between all Programs within the Public Safety Departments, as well as establishing strategic goals to promote, and improve capacity within PSD personnel. The Public Safety Director's role is to promote a unified approach in public safety for the betterment and quality of life for the citizens of the Pueblo of Laguna.

### Organizational Description

The Public Safety Director oversees Law Enforcement, Fire and Rescue, Detention Facility, Safety and Emergency Management Programs; Animal Control, Dispatch, Conservation, EMS, Transport, Canine Divisions, and Criminal Investigations Bureau fall under control of these programs.

Number of Employees	1
Number of Laguna Pueblo Members	0

Employee	Title	Contact Number (505) Area Code	Email Address
Jesse Orozco	Director	552-5769	jorozco@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
General Fund	\$153,620.00

### 2012 Goals / Objectives / Status

Primary goal for this year, as the Public Safety Director's position was filled on July 9, 2012, was to complete a thorough assessment of all Programs within the Public Safety Department, and present it before the Budget and Finance Committee. The assessment was conducted from July 9, 2010, thru October 9, 2012.

The Assessment was conducted through candid discussions and interviews of several members of the Public Safety Department, POL Administration and Departments, other agencies, and POL Community Members, as well as through observation, and reviewing Program standard operating procedures.

## 2012 Accomplishments

The Public Safety Department Assessment was successfully completed and presented to the Pueblo of Laguna Chief of Operations, and Budget and Finance Committee on November 6, 2012. Being able to identify specific concerns and challenges will assist all Pueblo of Laguna officials in providing a higher caliber of service to its citizens, and to the transient population.

## 2012 Challenges

As a new member to the organization, the challenges presented dealt with gaining an understanding of all public safety programs, government operations and functions, and finding a balance between Western Law and the Traditional and Cultural aspects of the Pueblo.

## 2012 Collaborations

Collaborative efforts have been ongoing since July 2012 with other agencies, such as the New Mexico State Police, Cibola County Manager's Office, the Valencia County Emergency Management office, the Bureau of Indian Affairs, the United States Attorney's Office, the Drug Enforcement Administration, the Rocky Mountain Information Center, the Isleta Police Department, the New Mexico Law Enforcement Academy, and the New Mexico High Intensity Drug Trafficking Area Offices in Las Cruces and Albuquerque.

## 2013 Future Plans

- Goal #1: Review, Amend or Implement Program Standard Operating Procedures
  - Objective #1: To assure approved SOPs are completed
    - Activity #1: Review 25% of all Program's SOPs Quarterly
      - This process will be on-going throughout the year. Goal is to amend or implement SOPs in 90 day increments
    - Activity #2: LEP SOPs will be a slower process due to amount
      - Due the complexity of this Program, this will require a carry-over to 2014
  - Objective #2: To establish a standard procedure for handling complaints
    - Activity #1: Review current procedures and meet with program managers
      - By April 1, 2013, this process should be in place
- Goal #2: Capacity Building
  - Objective #1: To improve communication deficiencies
    - Activity #1: To improve communication deficiencies
      - Meet informally with all personnel on a daily, weekly, monthly basis
      - Conduct quarterly meetings with individual programs
      - Identify communication training for program managers and mid-managers
      - Ensure Program Managers attend and send mid-managers to communication training

- These measures should reduce complaints from personnel
- Objective #2: To improve specific capacities for specific job descriptions within PSD
  - Activity #1: To improve specific capacities for specific job descriptions within PSD
    - Identify Mid-manager and leadership training
    - Ensure Program Managers attend and send personnel to training
    - Measures should reduce concerns by personnel regarding lack of confidence in supervisory personnel
- Objective #3: To improve use of force understanding and weapons proficiency
  - Activity #1: Work with PD management, armors and third-party instructors in identifying use of force training, lethal/non-lethal force training, legal updates, criminal/civil proceedings training, Federal Tort Claims Act and Scope of Work training
    - Instill confidence within personnel regarding use of force issues
- Objective #4: To improve Incident Command Structure
  - Activity #1: Training provided by EMPI
  - Activity #2: Round table discussions with fire, police and emergency management
    - Build confidence and understand the incident command structure



## Animal Control

### Mission

The primary mission of the animal control division is to ensure the public health, safety and welfare of pueblo members and animals. This is done by enforcing the Animal control Ordinance which regulates the vaccination, impoundment, treatment, quarantine and disposal of animals on Pueblo lands.

### Scope of Work

The Animal Control Officers maintains the necessary records for the implementation and enforcement of the Animal Control Ordinance. They coordinate with the Public Health Service Unit personnel, the Tribal Health Authorities and Village Mayordomos, for the prescribed vaccination, tagging and registration of dogs and cats. They capture and impound all at-large stray and/or vicious dogs and cats pursuant to authorized procedures. They impound any dog or cat that bites a person or persons for rabies observation pursuant to the Animal Control Ordinance. They maintain and clean the kennels, provide water and food for the animals at the pound. They dispose of unclaimed animals in a humane manner. They promptly notify dog or cat owners if the same is identified by a tag.

### Organizational Description

Number of Employees	2
Number of Laguna Pueblo Members	2

Employee	Title	Contact Number (505) Area Code	Email Address
Duane Jose	Animal Control Officer	552-6685	djose@lagunapueblo-nsn.gov
Brandon L Mariano	Animal Control Officer	552-6685	blmariano@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna	\$82,998

### 2012 Goals / Objectives / Status

- The animal control officers continue to register pets utilizing a laptop computer. The registration continues through the year.
- Rabies vaccination clinics were conducted in all villages.
- Tick baths are also conducted when requested.

## **2012 Accomplishments**

- The animal control division was awarded funding for another animal control officer in the 2012 budget.
- The second animal control officer was hired in October 2012.
- The animal control division was able to purchase the proper equipment for both officers to carry out their duties.

## **2012 Challenges**

- Being a one-man shop for the majority of the year, it has been difficult for the animal control officer to respond to all requests for services immediately especially when he is at training or on approved leave. With the second officer now hired, there is still coverage when one officer is not on duty.
- Pet owners are not being responsible when it comes to keeping their pets tied up or leashed and spayed or neutered thus helping to control the at-large population.
- Getting the amended Animal Control Ordinance approved. A draft has been developed and reviewed. This amendment is now awaiting approval by the Legislative Policy Committee.
- Development and approval of an assessment schedule to go hand in hand with the Animal Control Ordinance once it's amended.

## **2012 Collaborations**

Laguna Police Department, Laguna Transfer Station, Grants Animal Shelter, the mayordomos, other village officials and Laguna Detention for use of inmates.

## **2013 Future Plans**

- Continue to registration pets while picking up the at-large unregistered animals.
- Development of an assessment schedule to be able to cite and hold pet owners responsible for not registering and not having their pets restrained at all times.
- Development of standard operating procedures for the animal control division.
- Remain consistent with mandatory training requirements.
- Collaborate with a pueblo member veterinarian to develop a vaccination plan that identifies mandatory vaccinations that will be required of all pets.



## Conservation

### Mission

The mission of the Pueblo of Laguna (POL) Conservation Unit is to assist the Division of Public Safety and the Environmental/Natural Resources Department with enforcing the Pueblo of Laguna laws, codes, and ordinances for the safety, health and happiness of all pueblo members and non-members and to minimize the loss of natural resources and property within the jurisdictional boundaries of the Pueblo of Laguna.

### Scope of Work

Under direct supervision of the Police Lieutenant, protects Pueblo of Laguna natural resources, fish, and wildlife through enforcement of wildlife and law and order codes, ordinances, and regulations. Ensure a safe environment for hunters and non-hunters, maintains confidentiality of all privileged information.

### Organizational Description

Number of Employees	8
Number of Laguna Pueblo Members	8

Employee	Title	Contact Number (505) Area Code	Email Address
Alfred Romero	Conservation Officer	552-6685	aromero@lagunapueblo-nsn.gov
Angus Martinez	Conservation Officer	552-6685	amartinez@lagunatribepueblo-nsn.gov
Jimmy Cheromiah	Conservation Officer	552-6685	jcheromian@lagunapueblo-nsn.gov
Darwin Deloris	Conservation Officer	552-6685	ddeloris@lagunapueblo-nsn.gov
Brian Carr	Conservation Officer	552-6685	bcarr@lagunapueblo-nsn.gov
Raphael Jose Jr.	Conservation Officer	552-6685	rjose@lagunapueblo-nsn.gov
Steven Fernando	Conservation Officer	552-6685	sfernando@lagunapueblo-nsn.gov
Leon Sarracino	Conservation Sergeant	552-6685 331-9613	ldsarracino@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna	Part of police department budget
PL 93-638	Part of police department budget

2011 COPS grant	Part of police department budget
BIA Indian Highway Safety grant	Part of police department budget

## 2012 Goals / Objectives / Status

- Get all Conservation Officers recognized as livestock inspectors by the POL Livestock Board, to assist the POL, ENRD and the Livestock Board.
- (Pending)
- Start an Operation Game Thief fund for information leading to the conviction of individuals who violate the wildlife code, grazing ordinance, illegal wood hauling, etc. (Accomplished)

## 2012 Accomplishments

- The Conservation Unit replaced over one and one half (1 ½) miles of the west boundary fence in the Jack Ward Wildlife Unit.
- The Turning In Poachers Program (TIPP) was approved for implementation by Pueblo Council.
- Two more Conservation Officers were hired this year increasing the Conservation Unit to 8, 7 Conservation Officers and 1 Sergeant.

## 2012 Challenges

- With the encroachment of the surrounding communities on our reservation boundaries, and the vast uninhabited areas of over HALF A MILLION acres of land now owned, and the future purchases of land by the POL to be used by pueblo members and non-members for recreational, agricultural use and collaborations with outside agencies; by increasing the number of Conservation Officers training hours in the areas of conservation, wildlife and livestock will increase the level of expertise and knowledge when dealing with the public, livestock associations, livestock board and outside agencies.
- With POL's interests in mind we need to utilize the full potential and services of the Conservation Unit, by taking the responsibilities for enforcement of the Grazing Ordinance, Wildlife code, and Forest/Wood Management code to cut down on duplication of services, confusion and interpretation of the laws.

## 2012 Collaborations

The Conservation Unit currently collaborates with the New Mexico Livestock Board, U.S. Fish/Wildlife Service, Environmental/Natural Resources Department, POL Emergency Management, 7 Livestock Associations, POL Livestock Board, POL Roads and Range, BIA Agency, Pueblo of Acoma Range Patrol, POA Public Works, POA Cattle Associations and Nebraska Wildlife and Parks.

## 2013 Future Plans

- Implement the Turning In Poachers Program.
- Goal/ Increase the number of conviction of individuals who violate the wildlife code, grazing ordinance, illegal wood hauling, etc. Have Quarterly meetings with E/NRD on the progress of this program and any other conservation issues.

- Objective/ Director of Environmental/Natural Resources is waiting for a cuff account number from the Treasurer's Office to start up the TIPP program.
- Have the Pueblo Council sign a Memorandum of Agreement (MOA) or a Memorandum of Understanding (MOU) with the State Livestock Board so all Conservation Officers will be recognized as livestock inspectors for the Pueblo of Laguna.
- Goal/ To assist the POL, ENRD and the Livestock Board, so the POL does not have to go to outside agencies to assist with livestock issues. And the Cattle Associations and pueblo members will save on the cost for livestock inspections.
- Objective/ This idea had been presented with documents needed for approval.
- Purchase of a Robotic Decoy and Video Equipment in the Spring of 2013.
- Goal/ To conduct well planned and documented proactive operations utilizing this equipment when purchased.
- Objective/ Increase the number of convictions of individuals poaching or attempting to take game animals of the POL.

## 2012 Highlights

Trespass Calls	1	Trespass Citations	15
Trespass Warnings	14	Trespass Livestock	28
Wood / Tree Haulers	21	Wood / Tree Violations	2
Tribal Big Game Hunters	184	Tribal Small Game Hunters	8
Non-Tribal Big Game Hunters	27	Non-Tribal Small Game Hunters	4
Non-Tribal Small Game Violations	1	Livestock Inspected	176
Livestock / Wildlife on Roadways	15	Animals Put Down	9
Other Rangers Contacted	5	Police Assists	50
ENRD Assists	37	Stuck Motorist Assists	38
Missing Persons	4	Mayordomo Assists	22
Hunter Ed Classes	2	Accidents Investigated	2
Dumping Citations	2	ATV Used	320 miles
Investigations Pending	4	Training	506 hrs
Suspicious Activity	71	Traffic Citations	370
DUI Arrests	1	Non-Traffic Citations	4
Called Back to Assist	10	Fence Repair	10,155 ft
Reports Written	173	Calls for Service	185
Citizens Contacted	693	Calls for Service	185
Cattle Association Contacts	126		



# Laguna Police Department

## Mission

The primary mission of the police department is the protection of life and property within the boundaries of the Pueblo. The primary focus of the police department is to improve the overall quality of life of the residents of the Pueblo and to make a safe environment for those who visit the Pueblo.

## Scope of Work

Patrol is responsible for enforcement of the tribal criminal code, tribal civil traffic laws, DUI enforcement, accident investigations, court process, and responding to all calls for service. These calls for service include, but are not limited to: reports of domestic violence, assaults, batteries, drug possession, neighbor disputes, and juvenile status offenses. These calls for service or requests for officers, may, on occasion, warrant an arrest. The patrol officers also offer, upon request and approval, mutual aid to neighboring law enforcement agencies and communities.

## Organizational Description

Number of Employees	42 (38 filled, 4 vacant)
Number of Laguna Pueblo Members	23

Employee	Title	Contact Number (505) Area Code	Email Address
Michelle Ray	Chief of Police	552-5895	mray@lagunapueblo-nsn.gov
Francis Valencia Jr.	Lieutenant	552-5899	fvalencia@lagunapueblo-nsn.gov
Ricky Speakman	Patrol Sergeant	552-5860	rspeakman@lagunapueblo-nsn.gov
David Zilink	Patrol Sergeant	552-5860	dzilink@lagunapueblo-nsn.gov
Tony Romero	Acting Patrol Sergeant	552-5860	tromero@lagunapueblo-nsn.gov
Frances Flores	Special Agent	552-5881	fflores@lagunapueblo-nsn.gov
Greg Concho	Special Agent	552-5882	gconcho@lagunapueblo-nsn.gov
Richard Aragon Jr	Lead Highway Safety Officer	552-6685	rdaragon@lagunapueblo-nsn.gov
Albert Abeita	Training Officer	552-5889	aabeita@lagunapueblo-nsn.gov
Maria Galvan	School Resource Officer	552-6685	mgalvan@lagunapueblo-nsn.gov
Val Panteah Jr.	Police Officer	552-6685	vpanteah@lagunapueblo-nsn.gov
Elias Chavez	Police Officer	552-6685	edchavez@lagunapueblo-nsn.gov
Brandi Kie	Police Officer	552-6685	bkie@lagunapueblo-nsn.gov
Kevin Torivio Sr.	Police Officer	552-6685	ktorivio@lagunapueblo-nsn.gov
Todd Garcia	Police Officer	552-6685	tgarcia@lagunapueblo-nsn.gov

Leonard Chavez	Police Officer	552-6685	lchavez@lagunapueblo-nsn.gov
Crystal Abeita	Police Officer	552-6685	cabeita@lagunapueblo-nsn.gov
John Colvin	Police Officer	552-6685	jcolvin@lagunapueblo-nsn.gov
Vanessa Pino	Police Officer	552-6685	vpino@lagunapueblo-nsn.gov
Jeremy Romero	Highway Safety Officer	552-6685	jromero@lagunapueblo-nsn.gov
Peter Tanzilli	Police Officer	552-6685	ptanzilli@lagunapueblo-nsn.gov
Gwen Aragon	Dispatch Supervisor	552-6685	garagon@lagunapueblo-nsn.gov
Richard Kie	Dispatcher	552-6685	rkie@lagunapueblo-nsn.gov
Chris Kie	Dispatcher	552-6685	ckie@lagunapueblo-nsn.gov
Karleen Riley	Dispatcher	552-6685	kriley@lagunapueblo-nsn.gov
Tamara Tharpe	Dispatcher	552-6685	ttharpe@lagunapueblo-nsn.gov
Pauline Siow	Dispatcher	552-6685	psiow@lagunapueblo-nsn.gov
Donna Gonzales	Dispatcher	552-6685	dgonzales@lagunapueblo-nsn.gov
Davonna Kie	Administrative Assistant	552-5898	dkie@lagunapueblo-nsn.gov
Wilmer Greene	Security Officer	552-6685	

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna	\$1,165,076
BIA PL-638	\$737,430
BIA Indian Highway Safety Grant (10/1/11 – 9/30/12)	\$255,000
BIA Indian Highway Safety Grant (10/1/12 – 9/30/13)	\$260,000
Department of Justice COPS Grant (9/1/10 – 8/31/12) extended to 2/28/13	\$494,152
Department of Justice COPS Grant (9/1/11 – 8/31/14)	\$278,650
Asset Forfeiture	\$35,072
BIA one-time funding	\$115,000

## 2012 Goals / Objectives / Status

- The department was able to continue to address traffic safety by participating, through saturation patrols and checkpoints, in the national traffic safety mobilizations utilizing the highway safety overtime.
- The department continues to purchase equipment with funds received from a 2010 COPS grant. This equipment will be used for the department's community policing efforts.
- The officers have increased attendance at village meetings.
- Department bike patrol – although this division is not up and running, the bike patrol officers have been identified and all equipment has been purchased. Bike training

was initially scheduled for November but was cancelled by the trainer. This training will be rescheduled for the first quarter of 2013.

- The department was able to increase staffing levels and fill key supervisory positions.
- All officers on staff are now certified.
- Training for the department drug dog, Kate, continued throughout the year. Kate received several certifications and conducted several searches in the detention facility as well as with the New Mexico Department of Corrections, BIA and DEA. She has conducted searches at the Laguna Middle School and is awaiting superintendent approval for Laguna-Acoma High School.
- Training for the department bloodhound tracking dog, Jimmy, continues. Jimmy has been called out to assist the police officers several times throughout the year - with finding endangered subjects, subjects who have fled from the officers and to assist in locating missing children. They have also participated in checkpoints that were conducted during the year.

## **2012 Accomplishments**

- The department received an additional data clerk position through the FY12 BIA Indian Highway Safety Grant. This position was filled in May 2013. The data clerk was able to POL specific billboards in place along I-40. These billboards conveyed a highway safety message.
- The Pueblo of Laguna Sex Offender Registration and Notification Act (SORNA), formally adopted by the Laguna Pueblo Council in October 2011 as part of the Pueblo of Laguna Child Protection and Safety Act, is now fully compliant with Department of Justice requirements.
- The department was able to detail an officer as a School Resource Officer to all three schools within the POL – Laguna Elementary, Laguna Middle and Laguna-Acoma High School.
- The department was able to delegate an officer as a Training Officer. This officer is responsible for the department fleet, equipment inventory and department training. As a result of this assignment, the department training records are now updated. These records will be utilized to determine training needs and identify staff in need of mandatory training.
- In November 2012, the Laguna Pueblo Council approved a Memorandum of Understanding with BIA for Law Enforcement Investigative Services.

## **2013 Challenges**

- To continue to provide and improve the level of service to the community in the face of current funding levels.
- Increasing staffing levels with administrative positions as outlined in a recent assessment completed by the Public Safety Director.
- Develop the Criminal Interdiction Unit

## 2012 Collaborations

The police department, out of necessity, probably collaborates with more agencies on a regular, if not daily basis, than most other tribal organizations. This includes, but is not totally inclusive, of the following:

- Tribal: Housing Authority, Social Services, Family Services, Behavioral Health, Probation, Laguna Pueblo Courts, Emergency Management, Pueblo Administration, Fire Services, Fitness Center, Mayordomos and various elected officials, Acoma Police Department.
- State: New Mexico State Police, Department of Transportation, Highway Department, State-Pueblo DWI Task Force, New Mexico Gang Task Force, Department of Corrections, New Mexico Attorney General's Office Internet Crimes Against Children Task Force.
- County: All of the overlapping County Fire Departments, Cibola County Sheriff's Office, Bernalillo County Sheriff's Office, Valencia County Sheriff's Office, Sandoval County Sheriff's Office, Bernalillo County District Attorney's Office, Cibola County District Attorney's Office.
- Federal: Bureau of Indian Affairs (BIA), Federal Bureau of Investigation (FBI), Drug Enforcement Administration (DEA), United States Marshall's Service (USMS),
- United State Attorney's Office (USAO), and the United States Federal Probation department.

## 2013 Future Plans

- Continue with the monthly sobriety check points and/or saturation patrols
- Continue to work toward building of the Integrated Justice Facility
- Get all officers state certified so they can receive county commissions which would enable them to arrest non-Indian offenders and process them through the state judicial system
- Continue to work with the Special Assistant United States Attorney in getting the Civil Violations Bureau established for the Pueblo of Laguna. This would enable Laguna officers to cite non-Indian offenders into Federal Magistrate Court for specific offenses committed on the reservation.
- With the addition of new administrative positions, the department will be able to restructure and streamline duties so to maintain a good span of control ratio over personnel and administrative functions for departmental balance.
- Ensure all staff meets mandatory training requirements.



# **Laguna Detention Facility**

## **Mission**

The mission of the Detention Facility is to protect the persons and property of the community. The facility accomplishes this mission by the secure and humane holding of inmates legally detained by the police or committed by the court. The Detention Facility has three basic functions: 1. to maintain the security of the institution, 2. to ensure that inmates, staff and visitors to the facility are safe and 3. to provide the basic services required by the recognized standards to its inmate population.

The philosophy of the facility is expressed in the following statements: Productive activity is preferable to idleness; the facility has an obligation to provide opportunities for positive change through basic programs and services; inmates are part of the community and will return to it. Understanding one's relationship and obligation to the community is an aspect of positive growth and change.

## **Scope of Work**

In accordance with the Pueblo organizational structure and approved position description, under the general supervision of the Director of Public Safety, The Laguna Detention Commander continually develops to enhance the effectiveness of the operation of the detention facility to accomplish its goals and objectives. The Laguna Detention Facility will house male and female adult inmates in accordance with the BIA Adult Detention Handbook and all court decisions and other applicable regulations, ordinances and statutes.

A health and suicide screening form shall be completed on each inmate at the time of booking. Any inmates who are sick or injured shall not be admitted to the facility without a medical release provided by a physician. Any suicidal inmates shall be referred to the local mental health professional for evaluation and monitored until the assessment has been completed.

Twenty-four hour emergency care will be provided to the inmates by the Laguna Fire-Rescue department. Proper precautions will be taken to ensure the safekeeping of property belonging to the inmates.

The facility shall maintain a 24 hour seven days week supervision for all inmates confined. The level of supervision for inmates must be consistent with the type of inmate being supervised. To ensure that neither staff nor inmate are placed at risk, the facility administrator ensures there are male and female staff available in the facility in adequate numbers to supervise male and female inmates and to provide immediate back up for staff. If male and female inmates participate in programs and services at the same time and in the same place, they are continuously supervised. The facility commander identifies which inmates need 30 minute welfare check, 15 minute check or one on one supervision.

## Organizational Description

Number of Employees	15 and 1 vacant
Number of Laguna Pueblo Members	9

Employee	Title	Contact Number (505) Area Code	Email Address
Billy Emanuel	Detention Commander	917-4259	bmanuel@lagunapueblo-nsn.gov
Gary Lujan Sr.	Detention Sergeant	552-5894	glujan@lagunapueblo-nsn.gov
Walter Johnson Jr.	Detention Transport Officer	552-5894	wjohnson@lagunapueblo-nsn.gov
Ian Garcia	Detention Officer	552-5894	lgarcia@lagunapueblo-nsn.gov
Rudy Lomahaitewa	Detention Officer	552-5894	rlomahaitewa@lagunapueblo-nsn.gov
Marcus Jones	Detention Officer	552-5894	mjones@lagunapueblo-nsn.gov
Arthur Joe	Detention Officer	552-5894	ajoe@lagunapueblo-nsn.gov
Robert Touchin Jr.	Detention Officer	552-5894	rtouchin@lagunapueblo-nsn.gov
Jamie Poncho	Detention Officer	552-5894	jponcho@lagunapueblo-nsn.gov
Elina Koyawena	Detention Officer	552-5894	ekoyawena@lagunapueblo-nsn.gov
George Concho Jr.	Detention Officer	552-5894	gaconcho@lagunapueblo-nsn.gov
Joe Tellez	Detention Officer	552-5894	jtellez@lagunapueblo-nsn.gov
Flora Padilla	Detention Officer	552-5894	fpadilla@lagunapueblo-nsn.gov
Nelva Cheromiah	Detention Cook	552-5890	ncheromiah@lagunapueblo-nsn.gov
Oliver Torivio	Detention Cook	552-5890	otorivio@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna	\$357,720
BIA PL-638	\$380,691

## **2012 Goals / Objectives / Status**

- Reduce incarceration expenses. The detention facility has been using maximum space available here to prevent or minimize the need for outsourcing space. The detention facility cannot house or hold juvenile offenders. We now have MOA's with Gallup Juvenile and Santa Fe Juvenile Detention Facilities.
- To fill and certify all positions within our department. Currently we have 10 detention officer's positions, 2 sergeants', 1 transport detention officer, 2 cook's positions and 1 detention commanders' position.
- Facilitate and maintain programming. Currently we have Moral Recognition Therapy, Alcohol Assessment, Anger Management, fitness center and religious programming occurring in the facility. This has continued and Alcohol Education, Domestic Violence, Parenting classes and Life Skills have been added. This is being accomplished with the support and assistance of the Service Center and community volunteers.
- Provide community with information about the overall goals and objectives of the detention facility. The commander attended a village meeting in Seama and gave a detention and K-9 presentation. This type of presentation has been offered to all villages.
- To have a workable classification system for security purposes and housing of inmates received by Laguna Detention. Sgt Lujan did attend a classifications training in June of 2012 and we are currently working on the classification system.

## **2012 Accomplishments**

- Through a consolidated grant submitted in May 2011 the detention facility has received \$1,000,000 to help with the construction of the new detention facility that will benefit the entire facility including the police and courts.
- An extension was approved for the 2011 consolidated grant of \$764,000 for the improvement of our current corrections building. This has been due to Mr. Ray Lucero's efforts and reporting.
- Oliver Torivio, a cook with the facility, has certified as a Safe Food Service Instructor and has been certifying inmates with food handler's cards and giving community presentations including one of the local schools, his class was primarily given to children 10 to 8yrs old for education only.

## **2012 Challenges**

- Keeping the outsourcing detention costs down. The detention facility adult average daily population has increased due to sentencing adjustments in courts even though our intake of new bookings has increased by 32 in 2012 compared to 2011 and is expected to be about the same or more for 2013. The average population for 2011 was 37 and 54 for 2012. This is from January to November for each respective year mentioned.
- Keeping and maintaining staff at capacity. This with all required certifications.

## **2012 Collaborations**

The detention department out of necessity collaborates with many agencies. This includes, but is not totally inclusive, of the following:

- Tribal: Housing Authority, Social Services, Family Services, Behavioral Health, Probation, Courts, Emergency Management, Pueblo Administration, Fire Services, Fitness Center and Village Mayordomos.\
- State: NM Department of Corrections and State SAR.  
County: McKinley County Adult and Juvenile Facility, Santa Fe Juvenile Facility, Cibola Child Abduction Response Team, Cibola County Corrections.
- Federal: BIA, IPA, FBI, BJA and DEA
- Other: NMWCF, AMPWA, AJA, NNDDA and ACA

## **2012 Highlights**

- Detention changed an officer's position to a sergeant's position to fill a much needed void in daily supervision of the facility. This will allow for a sergeant to be on each day of the week.
- A total of four detention officers have completed supervisory training.
- Our K-9 man trailing teams have been dispatched on several occasions this year. The calls varied from missing persons to fugitive apprehension. There were many positive results. The K-9 narcotics dog has had many call outs and provided service to BIA, Laguna Police and Detention, Los Lunas and Santa Fe schools with confirmed narcotic finds. One case on Laguna with the K-9 is currently being pursued in federal court.
- Again, detention has received a \$1,000,000 funding award for construction of the anticipated new facility.
- In December 2012 the BIA, in conjunction with the DOJ completed staffing analysis training at the Laguna detention Facility. We will be receiving a completed document of the results which will provide us with an appropriate staffing analysis for our facility.
- This is from January to November for each respective year mentioned. Laguna Detention has purchased 6 SCRAMX ankle monitors. They will be used to keep the detention costs down by directly releasing low risk inmates from the detention facility was reviewed and approved by pueblo courts.

## **2013 Future Plans**

- Maintain the staff currently employed and achieve a 100% employee certification of the department.
- Expand the staffing level of detention to meet or exceed the staffing the minimum recommended staffing level as suggested by the Office of Inspector General.
- Continue to enhance and develop programming for the individuals incarcerated here.
- Seek additional training and certifications from other accredited corrections training organizations.
- Continue to work with the planning and development team on the new criminal justice complex.
- Receive training and apply for new detention and facility grants that are becoming more available once approved by the COO.

- Continue and maintain the detention K-9 program.
- Maintain an active role with the Laguna Advisory Board.
- Continue to work with the probation office and prosecutor in finding programming and alternative options to elevate the need for individual incarceration.



# Laguna Fire and Rescue

## Mission

The members of the Laguna Fire and Rescue Department promise to provide a professional and caring environment that is fair, honest, and ethical to all those we serve. We will treat all individuals with respect, dignity, and honor in our efforts. Our mission is to protect and preserve lives, property, and the environment through fire suppression, rescue services, disaster preparedness, hazardous materials mitigation, and participation in community-related activities. The Laguna Fire and Rescue Department prides itself on striving to meet any and all needs of the Pueblo of Laguna and its members while honoring the Pueblo of Laguna's Core Values of Love, Respect, Self Discipline, and Obedience.

## Scope of Work

The Laguna Fire and Rescue Department provides fire protection, rescue operations, and an ambulance service. Fire suppression, automobile extrication, hazardous materials mitigation and advanced emergency medical services are all services that are provided to the Pueblo of Laguna and surrounding areas including non-pueblo communities, federal and state properties. The Laguna Fire and Rescue Department is a revenue-generating department unlike most Fire and Rescue departments around the country. The department operates 24 hours a day and 365 days a year. Fire and Rescue personnel are divided into three rotating shifts with each working 48-hour shifts. The staff is full-time, career personnel, and also consists of volunteer firefighters that provide a limited service for the Laguna Fire and Rescue Department.

## Organizational Description

Number of Employees	19
Number of Laguna Pueblo Members	10

Employee	Title	Contact Number (505) Area Code	Email Address
Art De La O	Fire/EMS Chief	238-9546	adelao@lagunapueblo-nsn.gov
Jacky Smith	Lieutenant Firefighter EMT-B	239-7416	jsmith@lagunapueblo-nsn.gov
Beverly Charles	Lieutenant Firefighter EMT-I	681-6619	bcharles@lagunapueblo-nsn.gov
Leon Duran	Lieutenant Firefighter EMT-B	918-1415	lduran@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna Pueblo Budget (183)	\$1,072,507
State Fire Fund	\$ 34,944
Indian Health Services	\$ 64,670

BIA Funds	\$ 15,000
State EMS Fund	\$ 8,243

## 2012 Goals / Objectives / Status

- Our Insurance Service Office (ISO) rating improved from the previous rating of 10 all the way down to a split rating of 6/9, which is a significant improvement. With the new water grid system project currently underway, additional personnel, and new substations, our objective is to invite ISO back by December, 2013 for another evaluation in order to further improve our ISO rating. This was a tremendous milestone for the Laguna Fire and Rescue Department and the Pueblo of Laguna. Funding will increase significantly and insurance rates will decrease dramatically.
- Average response times will start to improve when we are able to utilize the substation in Old Laguna which is nearing completion. Expected completion date is December 15, 2012. Response times will be lowered by at least 20% from a 10-minute average to less than 8-minutes. Our new goal is to qualify the station with Main Station Status in order to receive increased funding.
- The Fire Station at the Route 66 Casino is also nearing completion and expected completion date is December 31, 2012. It will consist of a mobile home and will be staffed by two Firefighter-EMT's. A fire truck and an ambulance will be housed at this station. The goal is to eventually acquire a ladder truck due to the high rise hotel located at the casino. An apparatus bay for the fire truck will be necessary in order to receive full funding from the Fire Protection Fund.
- We now have 7 EMT-Intermediates and two Paramedics with the potential of one other Paramedic who is currently attending Paramedic School at CNM. This will allow us to provide a higher level of care to all medical patients. The goal continues to be to have one Paramedic per shift and maintain 50% of our personnel as Advanced Life Support (ALS) capable.
- We now have six Firefighter/EMTs per shift which will benefit the department when the new substation in Old Laguna takes effect. This will definitely effect emergency response times by decreasing them significantly. We are proposing an additional nine personnel (seven firefighters, a Captain, and an Administrative Assistant) to cover the Seboyeta and Pagate area. The goal is to have four fire stations staffed by two firefighter-EMT's per station in order to improve quality of care and improve on response times considering the value of arriving at emergency scenes as quickly as possible to maximize patient care.

## 2012 Accomplishments

- We have one EMT/Firefighter attending Paramedic School at the Central Community College of New Mexico (CNM). Passing the Paramedic National Certification Test will be the biggest challenge.
- We hired another Paramedic in 2012 and now have a total of two. Our goal is to have one Paramedic per shift in order to provide a higher quality of care to the Pueblo of Laguna.
- We met with the insurance Service Office (ISO) this year and succeeded in lowering our ISO rating from 10 to 6 which is a major accomplishment. Home and



commercial building insurance rates will be decreased by over 50% due to the new ISO rating.

- We have been able to maintain nearly 50% of our personnel with Advanced Life Support (ALS) skills. We have several personnel interested in advancing to the EMT-Intermediate level, so we should be able to maintain or improve on this ratio, which is desirable.
- We were able to increase revenues once again from ambulance transports from \$150,000 to over \$175,000. A new tariff rate increase which is anticipated by July, 2013 will help increase revenue to well over \$200,000 for 2013.
- Even though we have not completely settled ambulance transport account bills owed by ACL Hospital to the Pueblo of Laguna, we have made progress. The amount owed has reached \$1,000,000 and a settlement is likely to take place early in 2013.
- We are in the process of handling final arrangements for remodeling a second fire station to be located in Old Laguna, a former fire station. The substation will allow us to significantly cut back on response times to New Laguna, Old Laguna, Mesita, and surrounding areas including the Route 66 Casino/Rio Puerco area. National Fire Protection Standards (NFPA) recommend average response times to be six minutes or less 90% of the time.
- We are also in the process of handling the final arrangements for the opening of a new substation at the Route 66 Casino. This will also help us improve on average response times and address an ongoing problem with poor EMS coverage to this area. Calls are expected to increase and revenue generated due to increased transports is also expected to increase.
- A proposal from Cibola County to the Pueblo of Laguna to take over the Seboyeta Fire Station is currently under negotiation. The new substation will allow us to respond in a timely manner to the Paguete area which would be a substantial improvement from current response times.
- We were approved for three new Firefighter-EMT positions which were hired in July, 2012. The new positions are in anticipation of the new substations. The new positions will increase personnel on each shift to six, which allow us to place two Firefighter-EMT's in each of the three fire stations.
- The Random Drug Testing Policy was put into place and we have started testing our personnel as directed by the Human Resources Department.

## **2012 Challenges**

- Proposal for building a new fire station in Casa Blanca instead of at the Route 66 Casino has been approved. We plan to pledge Fire Protection Fund monies towards this project in order to expedite the project. This will need to be approved by the State Fire Marshall. With the new substations opening up, we expect funding from the Fire Protection Fund to increase significantly, thus allowing us to pledge a portion of this funding towards a new fire station in Casa Blanca.
- Training our supervisory personnel in management and leadership skills will be challenging due to monetary constraints, but an area that needs improvement. By pooling resources with the other Public Safety departments we will be able to obtain some critical training for our personnel.

- With the anticipation of the new substations, and with an increase in frontline vehicles, there will be increased wear and tear on these vehicles. We must be prepared to repair and maintain these vehicles and also be prepared to replace these vehicles if necessary. A replacement fund is being considered and should be looked at very seriously. The Indian Health Services (TRANSAM Program) has been very helpful in granting us used Ambulances that we have been able to utilize effectively at no cost to the POL except for fuel and insurance.
- Keeping up with POL and ACL hospital transport demands remains a challenge for our current staff. However, ACL hospital has hired additional transport personnel and they have been able to handle more transports on their own. This may curtail our revenue slightly, but it will also allow us be more readily available with adequate resources to respond to within the POL boundaries.
- Handling all administrative duties without the service of an Administrative Assistant or a Captain has been very challenging and has reached a point where it has affected the department negatively. A full-time Administrative Assistant and Captain will be a welcome sight and is pending approval from Pueblo Council.
- Handling all Fire and EMS data entry in a timely fashion in order to remain eligible for State EMS and Fire funds. Currently, our uniform personnel handle all our data entry into EMS and Fire databases. An Administrative Assistant would be able to assist in this area allowing fire and EMS personnel to focus on other duties.
- Morale has been an issue and needs to be addressed with a greater focus. A focus on training supervisory personnel to better address these challenges are forthcoming per Public Safety Director. The Core Values need to be re-instilled in our personnel and will be implemented if approved.

## **2012 Collaborations**

- Continue to work closely with the State Fire Marshall in efforts to maintain our improved ISO rating and Fire Protection Fund allocation.
- Continue to work closely with the Public Regulations Committee (PRC) and all EMS transport issues in an effort to remain in compliance with all PRC regulations.
- Maintain communication with the Insurance Service Office (ISO) with the intent of lowering our ISO rating even lower, or at least consistent throughout the entire Pueblo of Laguna. With the water grid system infrastructure improvements, along with the additional substations and personnel, we will be requesting another ISO evaluation in late 2013.
- With the addition of a Public Safety Director, coordinate and communicate more effectively between all Public Safety Departments in the Pueblo of Laguna as well as with all other surrounding agencies in an effort to work more productively and effectively, particularly at emergency scenes.
- Continue to work closely with the EMS Bureau, particularly with the addition of the new substations and additional front line ambulances in anticipation of increased emergency medical calls which will add up to increased funding.

## **2012 Highlights**

- Lower ISO rating and the benefits it presents such as lower insurance rates and increased funding for the Laguna Fire Rescue Department.
- ACL Hospital will be paying us for services rendered since 2004. The total amount of revenue which was anticipated to be in the vicinity of \$250,000-\$500,000, will be higher (at least \$500,000) due to continued non-payment of ACL.
- The addition of three new Firefighter-EMT's for the staffing of the new substations.
- The Fire and Rescue Department continues to increase revenue by providing ambulance service to the POL and surrounding communities. With expected new tariff rate increases, revenue is expected to increase in 2013 as well.
- Hiring a new Public Safety Director with an administrative police background and alleviating the Fire Chief of these added duties.

## **2013 Future Plans**

- Continue to maintain an adequate ratio of Advanced Life Support (ALS) and Basic Life Support (BLS) personnel for optimal quality of care. We have personnel interested in Paramedic school as well as EMT-Intermediate school and plan to provide the opportunity as needed. An acceptable ratio of BLS/ALS personnel is 50%.
- We are seeking to cover Pagate and Encinal villages more thoroughly and will be looking at the proposal from Cibola County to take over the Seboyeta Fire Station. Response times are key and the Seboyeta Fire Station provides us with a great opportunity to address this problem. Response times to Pagate can be decreased from approximately 20 minutes to 2-3 minutes. Our goal is to have the fire station on Seboyeta staffed and ready for response by July, 2013.
- Prepare to invite the Insurance Service Office once again for another ISO evaluation pending the progress of the water grid system project. Currently we are rated 6/9 which is a significant improvement. However, we are anticipating more improvement with the added substations and improved water grid system. The goal is to improve the ISO rating throughout the Pueblo of Laguna and to eliminate the split rating.
- We are expecting an increase in the Tariff rate for ambulance billing in 2013. This will provide us with the opportunity to increase revenues assuming transports do not decline. The tariff rate increase is tentatively expected to take effect in July, 2013 pending approval from the NM Legislative Committee in January, 2013 when the tariff rate increase will be introduced. Our goal, pending the tariff rate increase is to reach \$250,000 in revenue for 2013.
- We are looking at adding the position of Captain or Station Commander in order to continue to improve on our paramilitary structure and chain of command. The goal is to have this position in place by July, 2013. We have presented a proposal to Pueblo Council that coincides with the aforementioned Cibola County Proposal for the Seboyeta Fire Station. The proposal is requesting seven new Firefighter/EMT positions, an Administrative Assistant position, and a Captain's position. Cibola County has proposed to the POL a new Fire Apparatus fully equipped and valued at \$265,000 and the use of the current Fire Station in Seboyeta as one of our fire substations. The location in Seboyeta would solve the problems we have with slow

response times to Paguete and the surrounding areas such as Bibo, Marquez, and Seboyeta.

- We will be sending at least three of our personnel to Engineer Driving School at the New Mexico Firefighter's Academy in the first quarter of 2013 in order to obtain the expertise associated with this training which includes a better grasp of hydraulics and performing hydraulic calculations. The Driver/Engineer position will also aid in completing our paramilitary organizational structure and in being able to utilize water more effectively at fire scenes.
- Work Force Excellence principles and the Laguna Core Values Beliefs will continue to be enforced into all of our formal/informal meetings and events in an effort to improve overall morale, efficiency, team concept, and quality of work. The goal will be to have all of our personnel participate and assume a leadership role in any one of several Work Force Excellence projects.

# Emergency Management

## Mission

We commit ourselves to ensuring the safety off the public. To that end, we will provide services and conduct business efficiently, honestly, cordially, ethically and in an atmosphere of mutual corporation and trust.

We will be leaders in providing a safe and productive work environment for each other, in which we all will experience a balance of autonomy and teamwork, accountability and personnel growth.

## Scope of Work

The Emergency Management Office is to provide assistance to the Tribe on planning, development and implementation of emergency preparedness for all natural and human-caused disasters that occur on or near Pueblo lands. In part, this will be accomplished by developing a well-trained Hazardous-Materials (Haz-Mat) Response Team that will be capable of responding to any incident involving Haz-Mat, chemical, biological, weapons of mass destructions and radiological incidents. Therefore, basic, intermediate and advanced training in these areas is necessary. The majority of funding will provide on-going training to first responders to incidents and the TERC members that have received basic Haz-Ma training. New employees that may respond to incidents of hazardous materials will also receive basic and advanced training. Good working relationships that include routine interface and a basic knowledge of the job duties and capabilities of other organizations can greatly facilitate regional response capabilities during an emergency. The Pueblo's Emergency Management Coordinator will research effective training opportunities that will benefit the Pueblo's response to incidents involving hazardous materials. We are located at the K'awaika Center, 22 Bay Tree Road .

## Organizational Description

Number of Employees	2
Number of Laguna Pueblo Members	2

Employee	Title	Contact Number (505) Area Code	Email Address
Kenneth Tiller	Coordinator	552-5794	ktiller@lagunapueblo-nsn.gov
Vincent Rodriguez	Assistant	552-5793	vrodriguez@lagunapueblo-nsn.gov

Funding Source	Annual Operating Budget Amount
POL Pueblo Fund	\$116,803

## 2012 Goals / Objectives / Status

- Goal #1 – Provide the Pueblo of Laguna with well-trained responder for the Department of Public Safety and Public Works trained in Incident Command and a support staff to work within the Emergency Operation Center that supports the IC activities during emergencies or disasters. Objective: Provide professional response to any and all disasters. Status: Continuous Objective: Provide training to the Fire, Police, Public Works, Pueblo Officials and Emergency Management Personnel - Status: Continuous Objective: Mitigation L-552 - Status: Attended and Completed Objective: Confined Space Training - Status: Canceled-Lack of participation Objective: ICS 100 & ICS 200 - Status: Completed 4/12//2012
- Goal #2 – Provide a two course educational sessions for the Pueblo Governing Body, Governor, Staff Officers, Council members and the top Program Administrators as to what the Emergency Management Program truly is and how they are an important part of the success of the program and the role they play in an emergency or disaster. Objective: Help the Governor, Staff Officers, Council and the Administrative Directors understand the functions of the Emergency Management Office and their roles and obligations to the response, recovery and mitigation and overall protection of the Pueblo's membership and those visitors passing through our lands. Status: Ongoing Objective: Develop relationships with other pueblo organization and emergency management organizations in New Mexico and across the country. Status: On going

## 2012 Accomplishments

- Completed Cibola MOU with the approval of the Staff and Council.
- Pueblo of Laguna is a participant and member of Tribal Emergency Management Association, also with the approval of the Staff and Council.
- Attended Acomita Dam Table Top Exercise.
- Attended National Continuity of Operations Planning Conference.
- Attended and completed EMI/ E-362 Multi-Hazard Emergency Planning for Schools.
- Attended and completed L-582 Mitigation for Tribal Governments.
- Attended the Tribal Assistance Compact Group (TAC-G) Conference.
- Attended and completed Amerind-FEMA MGT-366 Legal Issues and Disasters.
- Incident Command for the 4th of July and Laguna Feast Festivities
- Incident Command for the October Flu POD

## 2012 Challenges

- Mitigation planning in association with the Pueblo of Acoma and Cibola County to be completed by March 2013.
- Assisting the Rainbow Center in developing an emergency evacuation plan which is still ongoing.
- Laguna Department of Education, assisting in development of the Emergency Response Plan/All Hazards Plan.
- E-580 Emergency Management Framework for Tribal Governments – unable to deliver.
- L-581 Operations for Tribal Governments – unable to deliver
- Emergency Management for Tribal Leaders – unable to deliver

## **2012 Collaborations**

- Area 4 communication conference call preparation for communication exercise with Cibola, McKinley and San Juan Counties. Completed
- Meeting in January with the 2nd Lt. Governor of the Pueblo of Santa Ana on Youth Emergency Medical Services program in Indian Country with good results and is still ongoing.
- In conjunction with the New Mexico Department of Homeland Security and Emergency Management, POL Emergency Management developed an E.M. Performance Work Plan for the next 3 years starting in 2013.

## **2013 Future Plans**

Pueblo of Laguna Emergency Management will continue to provide training as authorized by Public Law 102-579 – Council Resolution 20-99 signed 7/1/99 and Council Resolution 39-00 signed 10/24/00





# Public Works Department

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## Public Works Director

### Mission

To achieve excellence in Public Service, implementing Workforce Values in department efficiency and positive reinforcement on behalf of the Pueblo of Laguna Pueblo Government.

### Scope of Work

The Director's Office will provide leadership and administrative support for department programs that serve the Pueblo of Laguna with Engineering, Construction Management and Facilities Maintenance services for the Government, Communities/Villages, Departments, and Pueblo Entities.

### Organizational Description

Number of Employees	5
Number of Laguna Pueblo Members	5

Employee	Title	Contact Number (505) Area Code	Email Address
Ray P. Lucero	Director	552-1217	rlucero@lagunapueblo-nsn.gov
Judi Douma	Executive Assistant	552-1218	jdouma@lagunapueblo-nsn.gov
Dianne Suina	Dispatch / Receptionist	552-1220	dsuina@lagunapueblo-nsn.gov
Dave Deutsawe	Transportation Specialist	552-1229	ddeutsawe@lagunapueblo-nsn.gov
Daylene Martinez	Construction Records & Account Coordinator	552-1226	dmartinez@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna-Operating Budget	\$245,665
SWRO-BIA DOT 36E	\$46,666

### 2012 Goals / Objectives / Status

- Goal: Department Management Plan - Objective: Coordinate, finalize, and implement Department Management Plan by Collection & Review of data, Development of In-Progress draft, and final draft. Status: The programs completed working draft Management Plans for each Program. All programs provided a progress draft (outline formatted) Management Plan in April 2012. Reports and data specific to budgets, expenditures were collected and referenced to support cost control management protocol for the FY 13 budget preparation.
- Goal: Annual Revisions to Standard Operation Procedure (SOP) Manual - Objective: Review and develop input changes to the SOP manual, while inputting appropriate changes

to the SOP manual. Status: May 2012 review session summarized some examples of items to be revised for all programs. Program Managers to make revisions. Reviewed the revisions on July 18, 2012 at the DPW Program Managers meeting. More time is needed to cover new categories of the SOP.

- Goal: Short Term Administration Plan - Objective: Evaluate and develop a 5-year plan of Department needs. Status: SOP's, Management Plan, and Budgets were reviewed at the Program Manager's monthly meetings. Recorded minutes and other pertinent information from monthly and quarterly sessions were provided to the managers. Administrative Charts for 1-3 years were completed. This supports the FY 2011 "Redesign" 1-3 Years Department Organizational Chart.
- Goal: Customer Service Excellence - Objective: Provide efficient and timely service to all requestors. Status: Revisions were made to suite clarity, however; more changes are required. The proposed new form will be posted in January 2013 with a process to improve receipt of community Work Order requests. Implemented Department Program changes for performance and service efficiency, includes a term of response for completing work order requests. A 3-day maximum response time was allotted per Work Order received.
- Goal: Budget Management & Cost Reduction Initiatives -Objective: Coordinate and manage operations budgets, maintaining, monitoring services, and earmarking possible cost reduction initiatives. Status: Quarterly department program review summaries were conducted on March 28, 2012 and June 20, 2012. Funding allocations from SWRO for Road Maintenance acquired additional amounts to surplus and allow more maintenance activities. Quarterly Budget review sessions, with the POL Accountant were held with minutes taken.
- Goal: BIA Roads Maintenance Program - Objective: Implement Program activities and develop annual program objectives. Status: Completed all allocations for the current fiscal year, yielding a standing final Modification No. 7, for CTM21T 70764 on April 6, 2012. Provided a Deferred Maintenance Report to Ms. Alberta Begay at the SWRO -BIA, Albuquerque, NM.
- Goal: Transportation Planning Program - Objective: Contract and implement a Public Law, 93-638 Self Determination Contract for 36E 23 USC Planning funds, Control Schedule & TIP, Develop Long Range Transportation Plan, and Contract Reporting. Status: Presented information to the POL Staff Officers and requested approval of all contract documentation for the Transportation Program for 75% allocation on June 21, 2012. Also presented to the POL Staff Officers for approval was all contract documentation for the annual Control Schedule and Transportation Improvement Plan for 75% allocation on June 21, 2012. The Transportation Program initiated revisions to the Long Range Transportation Plan throughout the year. Pueblo Council was appraised of presentation to discuss the revised 20 Year plan in September 2012, however; due to FLH-BIA DOT, funding was delayed with some contractible activities. This will be presented in 2013.

## **2012 Accomplishments**

- Submitted for and awarded \$400k in road construction funds from the NM Severance Tax, Pueblo Infrastructure Fund for L55, Rodeo Drive Road.
- Presented at the Department Program Manager meetings the need to implement budget balance re-appropriations to cover expected overruns in the current GL items.
- Conducted a few workshops and learning sessions with the department to gain understanding of the Workforce Excellence Standards.

- Director completed a Leadership Development Program Training with the Center for Creative Leadership in November 2012.
- Submitted grant reports and annual reports for FY 2011 and FY 2012.

## **2012 Challenges**

- The implementation of better budget management and cost control, focused on meeting all budget goals as proposed.
- Completing all projects and services within specified schedules while controlling impacts from unplanned request for services. Unplanned requests for services are common which impact other planned activities.
- Maintaining with the department programs the Workforce Excellence Standards.

## **2012 Collaborations**

- Most collaboration efforts were realized with the Department Directors and the Chief of Operations through monthly meetings to discuss and resolve administrative and operational topics.
- Professional collaborations were implemented with the various consulting firms, pueblo entities and other specialist to manage infrastructure improvements and other project goals for the Pueblo of Laguna.
- Department Program collaborations supported efforts with service requests maintaining and effort to establish better communication.

## **2013 Future Plans**

- Coordinate and finalize the Department Management Plan, coaching and mentoring the Managers with all required documentation.
- Customer Service Excellence by seeking efficient and timely service to all requestors.
- Budget Management & Cost Reduction initiatives by coordinating and managing operation budgets.



## General Maintenance

### Mission

It is the Mission of the General Maintenance Program to keep all Pueblo owned buildings and facilities in good working order for longest cost effective life at maximum efficiency by making knowledge-based decisions while executing necessary Work Orders and Preventive Maintenance to ensure a safe, secure, pleasant, and accessible environment.

### Scope of Work

Provide basic housekeeping, janitorial services, building maintenance repairs, plumbing, carpentry, Heating, Ventilation, and Air Conditioning (HVAC) maintenance and servicing for tribally owned facilities through a developed Management Plan, Maintenance Planning, and Scheduling. Requests for assistance from the general public will be addressed through the Work Order process on a limited basis. Emergencies, unscheduled services, or expansion of service limits will be implemented through Executive Order by the Governor or the Chief of Operations.

### Organizational Description

Number of Employees	13
Number of Laguna Pueblo Members	13

Employee	Title	Contact Number (505) Area Code	Email Address
Anthony Sarracino, Sr.	Maintenance Manager	552-1209	asarracino@lagunapueblo-nsn.gov
Sean Romero	Maintenance Helper (Temp)	552-9611	sromero@lagunapueblo-nsn.gov
Dominic Poncho	Maintenance Helper	552-9611	dponcho@lagunapueblo-nsn.gov
Donald Bautista	Maintenance Helper	552-9611	dbautista@lagunapueblo-nsn.gov
John Aragon	Plumber	552-9611	jaragon@lagunapueblo-nsn.gov
Will Garcia	Plumber	552-9611	wgarcia@lagunapueblo-nsn.gov
Richard Romero	Plumber's Helper	552-9611	rromero@lagunapueblo-nsn.gov
Cheryl Mariano	Custodian	552-1208	cmariano@lagunapueblo-nsn.gov
Valentina Cheromiah	Custodian	552-1208	vcheromiah@lagunapueblo-nsn.gov
Trina Vallo	Custodian	552-1208	tvallo@lagunapueblo-nsn.gov
Lucinda Elwood	Custodian	552-1208	lelwood@lagunapueblo-nsn.gov
Vernon Day	Custodian	552-1208	vday@lagunapueblo-nsn.gov
Vaughn Sarracino	Custodian (Temp)	552-1208	vsarracino@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
100% Pueblo of Laguna Operations Budget	\$745,756

### 2012 Goals / Objectives / Status

Goal: Maintenance to Pueblo facilities

- Provide the necessary renovation & maintenance for a safe & functional work environment. Schedule minor building improvements and building maintenance as needed (interior/exterior).
- Total Maintenance Work Orders for Pueblo Buildings totaled 336.
- Building inspection & assessment reports. The reports are to be updated by the end of December 2012.
- Preventative maintenance and/or repairs of existing heating & cooling systems. Maintenance assessments on heating systems and cooling systems; repair & test as necessary for seasonal start up and shut down.
- Total Maintenance Work Orders for Pueblo Buildings totaled 206.
- Minor electrical services - Maintenance assessments on electrical systems; continuity testing & repairs as necessary.
- Total Maintenance Work Orders for Pueblo Buildings totaled 158.
- All work requiring a licensed electrician, were contracted per the POL Procurement Policy, for electrical repair and service.
- Minor plumbing services - Maintenance assessments on plumbing systems; testing & repairs as necessary.
- Total Work Orders for Pueblo Building totaled 372.
- All work requiring a licensed plumber were contracted per the POL Procurement Policy

Goal: Emergency Response & On-Call Services

- Provide responsiveness to emergencies for Pueblo Facilities and limited services to the general community
- Emergency/On-Call Services (Pueblo Government 24 hours/7 days a week ONLY)  
Services include: water breaks, roof leaks, HVAC system breakdowns, sewage backups, damaged property, inclement weather impacts
- Emergency On-Call Services after normal working hours for (Pueblo Community) ONLY
- Funeral assistance (cross fabrication)
- Water break and interior sewer backups requests total, on the date of this report, was 1,025.

Goal: Services to Community Members

- Provide minor services to both furnace and cooling unit repairs
- Respond to heating/cooling unit repairs such as: thermo couplings, belts, and motor replacement only. Total work orders for community HVAC totaled 55.
- Provide minor electrical services

- Respond to minor electrical repairs such as: loss of power to home, circuit breakers, damage toggle switches and outlets. Total work orders for electrical service totaled 77.
- Provide minor plumbing services
- Major water leak internally, limited services to kitchen & Lavatory sinks, and commodes repairs. Limited water heaters repairs and installation. Total work orders for community plumbing totaled 1,415.
- Provide minor maintenance services
- Respond to minor rough carpentry repairs such as: doors, windows, and minor floor structures. Total work orders for community maintenance totaled 41.

Goal: Services to Village Officials

- Each village Mayordomos will submit a work order from their respective villages requesting services
- Provide minor furnace and cooling repairs, minor electrical repairs, minor plumbing repairs, and minor maintenance repairs. There were few requests for this service.

## **2012 Accomplishments**

The program was involved in the “Operation Big Snow Flake” the later part of 4th quarter. The Emergency Management Coordinator officially opened the EMC to assist traveler and motorist stranded on interstate 40.

## **2012 Challenges**

- Implementing cost management and saving, the challenge was to obtain quality materials at a lower cost.
- Performing building repairs, maintenance and other services to the Pueblo government and to the general public, through effective scheduling and management.
- Establishing new renovations at different pueblo buildings to accommodate programs safe working environment, occupancy and expansion of programs usage.

## **2012 Collaborations**

CHR Building – installation of Marquee Sign for the CH&W department with support by the Pueblo Garage personnel.

## **2013 Future Plans**

- Infrastructure – ensuring all pueblo buildings are being properly maintain with greater efficiency.
- Operations Efficiency – Improving productivity for the program such as: better communications, customer service, and employee responsibility and accountability.
- Accountability – Ensuring the General Maintenance program are been held accountable for its staff and projects: custodial checklist, work order & log sheet, project completion task, and monthly reports.
- The GM program will continue improving communications among departments, entities, and the general public: striving for better customer service.

- Improve the “Work Request” process for both Pueblo Operations and the general public.
- Continue program capacity building in the areas of Plumbing, HVAC, Electrical, & Carpentry.
- Participate with the POL CIP Program to perform systems upgrades/purchases for pueblo buildings and grounds, such as; the Rehab Center, Pueblo Administration buildings, Community Health & Wellness, & Department of Natural Resources and the Kawaik’a Center.



## Engineering

### Mission

To achieve excellence in Public Service by providing economical, responsive, and effective professional engineering, and construction supervisory services implementing Workforce Values within the program seeking efficiency and positive reinforcement on behalf of the Pueblo of Laguna Pueblo Government.

### Scope of Work

The department program provided Engineering and Construction Management services that generally supported the Government, Villages, Departments, and Pueblo Entities with consultation, technical services, design, research, project development, and quality assurance.

The program projects/tasks included, but were not limited to:

- Federally Funded Road and Bridge Projects under 93-638 contract with BIA
- Implementation and completion of Pueblo Capital Improvement Plan Projects
- Department program administration
- Consultation
- Recommendations
- Project development
- Design and Design Project Management
- Construction Project management
- Community service requests

The program also supported continual efforts in comprehensive planning with infrastructure improvements through the Infrastructure Capital Improvement Program (ICIP), capital asset maintenance and improvements as assigned through the Pueblo Capital Improvement Program, and Transportation Planning that included the POL-Transportation Improvement Plan.

### Organizational Description

Number of Employees	8
Number of Laguna Pueblo Members	5

Employee	Title	Contact Number (505) Area Code	Email Address
Kathy Ashley	Engineering Program Manager	552-1219	kashley@lagunapueblo-nsn.gov
Mike Brazie	Sr. Staff Engineer	552-1202	mbrazie@lagunapueblo-nsn.gov
Robert Analla	Construction	552-1215	ranalla@lagunapueblo-nsn.gov

III	Supervisor		
Brandon Herrera	Engineering Tech. II (Part Time)	552-1216	bjherrera@lagunapueblo-nsn.gov
Ryan Thomas	Engineering Tech. II	552-1212	rthomas@lagunapueblo-nsn.gov
Joseph Perry	Engineering Tech. II	552-1213	jperry@lagunapueblo-nsn.gov
Clifford Douma	Construction Inspector	552-1223	cdouma@lagunapueblo-nsn.gov
Ryan Aragon, Sr.	Construction Inspector	552-1214	raragon@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna Pueblo Operations Budget	\$545,576

## 2012 Goals / Objectives / Status

Goal #1 - Pueblo CIP Implementation: Implemented and/or completed pre-design and design work for projects including, but not limited to:

- Juvenile Justice Area Parking and Drainage Design
- Environment & Natural Resources Dept. Building – Design
- Village of Paraje - Recreation Hall Expansion - Planning and Design
- Village of Paraje - Kiva Wall Design
- Mesita Village Project - Community Bldg Addition Design
- Paraje South Ditch Flume Project - Study and Design
- Village of Pagate - Community Center Design
- Integrated Justice Center-Planning & Design
- Implemented and/or completed construction project management and oversight for projects including, but not limited to:
  - Multimodal Garage Facility Construction
  - Emergency Management Center Remodel/Relocation
  - Village of Paraje - Kiva Wall Construction
  - Paraje Ditch Repair
  - Seama Ditch Repair
  - Encinal Irrigation Flume Repair
  - Encinal Village Project- Shooting Range

Goal # 2 – Consultation, recommendations, and technical assistance with single point of contact

- Provided Engineering support in response to more than 25 requests for assistance Pueblo Administration, Programs, and Villages; the program continues to assist when requested. These included, but were not limited to:
- FEMA trailers installed at two Laguna Department of Justice locations
- Contract and construction for Environmental Program Offices
- Traffic Control support for Water/Wastewater projects
- Design, Survey, and Construction support for So. Mesita detour
- Community Health and Wellness Reception Area Design
- Fire Station #1 Remodel

Goal # 3 –Perform construction management & inspection

- Provided project scheduling, quantities verification, inspection services, etc. on all construction projects

Goal # 4 – Technical Support of Master Planning, coordinated with Pueblo Planning Office

- Assisted Pueblo Planner on Bike-Ped Projects with Engineering Design, contracting, and oversight
- Assisted Pueblo Planner with K'awaika Center Site Plan
- Assisted Pueblo Planner with estimates, technical support, and recommendations for CIP worksheets

Goal # 5 –Incorporate new technologies in design, construction, and maintenance strategies

- Purchased 4 seats of AutoCAD Infrastructure Design Suite, a software package that increases design and quantities take offs capabilities, for project cost estimating.
- Purchased Estimating Software to support cost estimation for materials, labor, and equipment for engineering and construction projects

Goal # 6 –Overall Program Efficiency

- Began review of various codes and specifications for construction projects, with consideration for approval as POL Standard Specifications
- Reviewed and updated submittal database; upon construction project award, specifications for all construction materials the project are submitted, reviewed, approved, and entered into the database.
- Updated Projects File Tree created within the Program to arrange and structure project folders for greater ease of file and document location.
- Generated project estimates and estimate verifications for projects such as Paguate Community Center, Industrial Arts Building Remodel, Emergency Management Center office remodel, etc.

## **2012 Accomplishments**

The following is a partial list of Design and Construction Projects completed in FY 2012:

- Multimodal Garage Facility Construction
- Emergency Management Center Remodel/Relocation

- K'awaika Senior Center
- L50 New Laguna Loop Reconstruction
- Ditch Repair Construction for 5 Villages
- Village of Paguete - Community Center Design
- Village of Paraje Common Building Construction
- Mesita Village Project - Community Bldg Addition Design
- L55 Rodeo Road Design

## **2012 Challenges**

- Maintaining established schedules for CIP and BIA funded projects while completing work orders
- Due to the overall workload associated with the condensed work plan as well as delays in project sponsor decision making and responses, the program experienced difficulty meeting some of the milestones for project development, design, contracting, and construction.
- The Program has worked throughout the year with two approved positions, Engineering Projects Assistant and Staff Engineer that have not yet been filled.
- The Program focused efforts on schedule project development throughout the year while attending to unplanned or emergency requests for service.

## **2012 Collaborations**

- PW Maintenance – Carpentry and finishing work inside the Pueblo Administration Building, during the remodel effort
- Roads and Range, General Maintenance, and Garage Programs – Public Works WE conference
- Planning Program – Bike/Ped pre-design activities
- Roads and Range – Realignment of Frontage Road for So. Mesita detour
- Planning Program, PW Director's Office, COO's Office, Utility Authority – CIP Technical Committee project review, ranking, and recommendation for selection for funding allocations

## **2013 Future Plans**

- Continue providing Professional Engineering Services
- Expand Program Capacity through personnel, planning, training, and technology
- Update approved Engineering Program Standards of Practice
- Complete and update Engineering Program Management Plan
- Continue effort to establish Pueblo of Laguna Standard Specifications for Construction

# Pueblo Garage

## Mission

To provide services and maintenance to the Pueblo of Laguna Vehicle Fleet, Heavy Equipment and all other equipment through a Vehicle Preventive Maintenance Schedule; maintaining a high proficiency standard with the employees in the fleet management program while building capacity in the latest automotive technology providing safe and operational vehicles for the Pueblo of Laguna work force.

## Scope of Work

The Pueblo Garage program provides scheduled routine maintenance of the Pueblo of Laguna vehicle fleet and all entities associated with the Pueblo, based on a preventive maintenance vehicle deficiency checklist. The services for the pueblo fleet consist of oil changes and 3,000 mile service, vehicle diagnosing, welding repairs, component removal, electrical wiring repair, and misc. repairs. Pueblo Garage Program is responsible for the servicing of light duty pueblo fleet vehicles and pueblo heavy equipment.

## Organizational Description

Number of Employees	6
Number of Laguna Pueblo Members	6

Employee	Title	Contact Number (505) Area Code	Email Address
Erwin Coriz	Acting Manager	552-1211	ecoriz@lagunapueblo-nsn.gov
Kenneth Day	Mechanic	552-1233	garage@lagunapueblo-nsn.gov
Fredrick Waconda	Mechanic	552-1233	garage@lagunapueblo-nsn.gov
Filbert Antonio	Acting Mechanic	552-1233	garage@lagunapueblo-nsn.gov
Leon Duran Jr.	Temporary Mechanic's Helper	552-1233	garage@lagunapueblo-nsn.gov
Robert Lucero	Welder	552-1233	garage@lagunapueblo-nsn.gov

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna, Operations Budget	Budget \$475,260.00

## 2012 Goals / Objectives / Status

Goal: Preventive maintenance program for all P.O.L. vehicles.

- Implemented a rotating maintenance schedule with a 3,000 mile preventive maintenance service for P.O.L. vehicles and to help cut cost of repairs and increase the longevity of the vehicles. The program completed 499 preventive maintenance

services for the pueblo vehicle fleet as scheduled in 2012, and that includes preventive maintenance services without oil change.

- Maintained public safety vehicles on every Tuesday and Thursday of every week which included a 3,000 mile service with oil change and fluids check, as needed. Pueblo garage personnel worked with the Laguna Police department fleet manager to help keep the police fleet on track with scheduled days. The program completed 263 preventive maintenance services for the Public Safety Department.
- Provided preventive maintenance services to heavy equipment machinery and minor repairs during Heavy Equipment week to extend the longevity of the heavy equipment. The program provided 103 preventive maintenance services and repairs to the heavy equipment.

Goal: Capacity growth of the pueblo garage.

- Improved the capacity of the pueblo garage. updating in the latest in vehicle technology in the different areas of automotive repair and service. The Garage personnel and manager attended six N.A.P.A. Autotech classes, and two Automotive Training Group classes and attained certifications in the following areas; Automatic Temp Control, Pass through PCM programming, Scan tool dynamics diesel systems, Misfire diagnostic enhanced, Computer controlled battery & charging systems testing, and Ford & Chrysler Engine Performance.
- Update the Mitchell manager 5 software aiding shop personnel with vehicle diagnostics and repairs, with printed repair orders and invoices for services rendered. The program updated the Mitchell's On Demand 5 manager software quarterly, which enhances vehicle diagnostics, and repairs through use of the repair- trac software.
- Purchased equipment for later model vehicles, keeping equipment in stock to help with services and diagnosis to help decrease the down time of vehicles. The Program purchased tools and equipment such as: Heavy duty air compressor, New Genisys scan tool, Tire pressure relearn tool and other minor equipment.
- Performed Vehicle diagnostics, with minor and major repairs to pueblo fleet vehicles. Conduct such repairs as tires, shocks, brakes, check engine lights, etc. to ensure that the pueblo vehicles are safe and operational for pueblo employees and to also diagnosis or repair unscheduled vehicles. The program repaired and replaced parts for 181 vehicles this also includes vehicle diagnostics, and public safety vehicles. A total of 43 unscheduled repairs for various causes were completed by the pueblo garage.
- Provided Minor and major welding services to pueblo programs and pueblo entities. The pueblo garage welder provided 147 welding jobs to pueblo programs and entities.
- Provided Emergency pueblo vehicle recovery, responding to the recover process of pueblo or public safety vehicles. The garage program performed 20 emergency recoveries for the FY 2012.
- Implementing an active A.S.E. certification and heavy equipment certification program for pueblo garage personnel, purchasing study guides for automotive and diesel. To also seek publications for F.T.A. guidelines as it pertains to public transportation. The pueblo garage program purchased 4 sets of car and light truck series study guides to prep garage personnel for A.S.E. testing and certification.

Goal: Manage pueblo vehicle pool

- Provided an effective and optimum pueblo vehicle pool. Continued to provide reliable and dependable pueblo pool vehicles to pueblo programs by keeping pool vehicles on the rotating maintenance schedule which helped keep cost of vehicle repairs down while increasing vehicle longevity. The Pueblo Vehicle Pool program assigned 80 pool vehicles to the various pueblo programs throughout the 2012 year.

## **2012 Accomplishments**

- The completion of equipping and furnishing the Multi-modal garage, with the installation of four vehicle lifts and rotary screw air compressor.
- Purchased the following tools and equipment: A new updated Genisys scanner with a tire pressure sensor reset tool, three new tool sets for garage mechanics. And a second heavy duty air compressor for second service truck.
- The garage personnel and Manager attended the following automotive and diesel Classes: N.A.P.A. Autotech Automatic Temp Control Class on April 26, 2012, N.A.P.A. Autotech Pass through PCM Reprogramming May 31, 2012, N.A.P.A. Autotech Scan Tool Dynamics Diesel Systems June 28, 2012, N.A.P.A. Autotech Computer Controlled Battery & Charging Systems Testing September 27, 2012, N.A.P.A. Autotech Misfire Diagnostic Enhanced October 25, 2012, N.A.P.A. Autotech CAN & Domestic Vehicle BUSS Systems November 29, 2012, A.T.G. Ford Engine Performance (1996 – 2011) April 16 & 17, 2012, A.T.G. Chrysler Engine Performance on October 22 & 23, 2012
- Repaired or replaced minor components including response to emergency recovery situations.
- Increase the Vehicle pool inventory with two new Ford Explorers for the FY2012
- The program continued to update the computer software for the Mitchell's On Demand 5 Program.
- Purchased four sets of study guides for passenger car / light duty truck series for A.S.E. certification.

## **2012 Challenges**

- Maintain cost control by utilizing the preventive maintenance program.
- Maintained all scheduled vehicle maintenance services on track according to the preventive maintenance schedule, and to lower the number of preventive maintenance no shows.
- Keeping diagnostic equipment and tools for pueblo garage personnel up to date.
- Continued implementing the WE core values and work force values, as part of the new standard for the Pueblo Garage.
- Strived to get pueblo garage mechanics ready for A.S.E. tests and certification..
- Continued to build capacity of manager by attending management type training classes.

## **2012 Collaborations**

- The program worked with all pueblo departments/ programs on the rotating preventive maintenance schedule.

- The program worked with General Maintenance Program to modify A/C brackets for units at the K-center and also security lighting, and upgrades to electrical boxes for new garage.
- The program worked with Roads & Range Program to move shelters (parts and supply) and equipment to new garage.
- The program worked with vendors N.A.P.A., Rich Ford, O'Reilly's to purchase aftermarket & O.E.M. parts and filters to keep pueblo and public safety vehicles within manufacturer's specifications.

### **2013 Future Plans**

- Seek to hire an A.S.E. certified mechanic to service C.H.R. Public transportation shuttles.
- To continue to strive for excellence in the automotive repair field and customer service area.
- Continue to build capacity of garage personnel by obtaining A.S.E. certification and having manager attend more supervisor trainings.
- Continue to work on Program management plan and strive to have first draft in FY 2013.



## Roads and Range

### Mission

The Program strives to maintain quality maintenance services of tribally owned infrastructure and services to the general community through developed managed maintenance planning and scheduling.

### Scope of Work

The Program provided an on-going quality maintenance service to the tribally owned infrastructure, which included rangeland roadways, earthen dirt tank structures. They also provided a service to community areas which included road maintenance (paved & unpaved), sand & gravel hauling and general service calls established through a Work Order process.

The Program undertook and administered the 93-638 BIA Road Maintenance Program which provided a range of maintenance services as defined in the Road Maintenance Manual. Special community based services were provided as a response to an emergency or if the request was made due to special need, health, age, physical impairment, low income or if referral by another program/entity/agency stipulating those requirements were made.

### Organizational Description

Number of Employees	6
Number of Laguna Pueblo Members	5

Employee	Title	Contact Number (505) Area Code	Email Address
Nathan Lucero	Acting Program Manager	552-1210	nlucero@lagunapueblo-nsn.gov
Byron Cheromiah	Heavy Equipment Operator	552-1200	bcheromiah@lagunapueblo-nsn.gov
Edward Waconda	Heavy Equipment Operator	552-1200	ewaconda@lagunapueblo-nsn.gov
Glenn Waconda	Heavy Equipment Operator	552-1200	gwaconda@lagunapueblo-nsn.gov
Randy Jose	Heavy Equipment Operator	552-1200	rjose@lagunapueblo-nsn.gov
Raynard Louis	Heavy Equipment Operator	552-1200	rlouis@lagunapueblo-nsn.gov

### 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo Of Laguna Operating Budget	\$606,161.00
93-638 Self Determination Contract CTM, CTM21T70764	\$86,109.00

## **2012 Goals / Objectives / Status**

Goal: 93-638 Road Maintenance Program; Indian Reservation Roads (IRR)

- To preserve, repair, maintain and restore the system of roadways, listed in the Indian Reservation Roads and other Pueblo Public Access Routes
- Resurfaced 343 miles total of unpaved dirt & gravel range roads on L-491, L-49, L-542, L-546, L-545, L-522, L-51, L-52, and L-54.
- There were 5 Cattle Guards cleaned & repaired on L-26 Rainfall Road and L-54 Woodhauler's Road.
- The program attended to 13 Culverts/Ditches cleaned and repaired on L-503 Veterans Memorial Highway Laguna Village.
- A total of 39 Traffic Control Devices repaired and replaced throughout all six villages.
- Pavement Road Surface repairs (Potholes), totaling 8, were completed in Casa Blanca Road L-22 and Blue Corn Road, Laguna L-501, Seama Deer Dancer Road, Paguate L-200 and Mesita Industrial Parkway.
- A total of 15 miles of Shoulder Maintenance (Tree and Shrub trimming) in Paguate, Encinal, Casa Blanca, Laguna and Mesita, on routes L200, L47, L22, L503, L522.
- The program addressed 199 miles of Mowing on all paved L roads, in all six villages.
- 911 Roads, Bus Routes: All six villages with unpaved dirt and graveled roads were repaired, resurfaced and some were re-graveled, with a total of 584 miles worked. A total of 612 loads @ 5 cu yds per load of fill dirt, gravel and millings hauled for road repairs.

Goal: Rangeland Services

- Non-IRR Gravel & Dirt Roadway Maintenance and Earthen Dirt Tank Structure Repair & Maintenance
- Completed gravel & dirt roadway maintenance totaling 215 miles throughout all six villages and Rangelands.
- A total of 11 Earthen Dirt Tanks repaired and maintained; 5 at Diamond L, 3 in Armijo and 4 in Montano Grant Rangelands.

Goal: Community Areas

- Village Mayordomo – Special Event Services and Sand & Gravel Hauling
- Assisted Village Mayordomos with Village Projects, such as; Encinal, clear and grub area for Playground, drill post holes; Paraje, CIP project, build house pad for bldg also dig a trench for power line, east of Kiva, grade ball field, demo bldg north side of Kiva, clear, grade and gravel parking area eastside of Kiva; Paguate, clear and haul away debris from Church courtyard, grade and gravel roadway to new Graveyard, drill hole for a power pole; Seama, dig a trench for a foundation for the wall south of the Kiva, drill holes for posts at the Kiva.
- A total of 841 loads of material hauled, 188 of debris hauled away for the different village projects
- Assisted all six villages with Fiesta, Religious Ceremony preparations and clean up.

- With three 14 yd. rental dump trucks, (rented for one month) the Program stockpiled 357 loads of millings, cement sand, and Alamo Gravel to support community, government, and entity request for resources.
- A total of 662- 5 cu yds of Community request for sand and gravel was completed this fiscal year.
- Land Lot clearing was completed for 6 individual Pueblo Member requests.

Goal: Irrigation

- Irrigation Maintenance – Six Villages
- 4 irrigation projects, 3 flood debris removal and 1 rebuilding of embankment.

Goal: Traffic Control

- Emergency Response
- Provided Traffic Control at Laguna Feast, as requested by POL Police Department.
- Constructed and maintained the south Mesita Village Detour, in support of the bridge closure over I-40, November 2012

## **2012 Accomplishments**

- POL Engineering Department requested assistance for 11 different projects such as; build dirt pads for buildings and FEMA trailers, detour road, and irrigation embankment.
- Kerr McGee Water Litigation Project, provided backhoe trenching, backfilling all trenches when project was completed.
- Received BIA equipment; Broce Sweeper, four utility trailers, Freightliner FLD12D tractor/trailer, Road Shop Building for use in Road Maintenance activities.
- Built up pad entrances to the new Garage with fill dirt, topped with 4” of millings and a Build a Pad for New Common Bldg in Paraje Village.
- Demolished a building north of Kiva in Paraje, to expand their Fiesta Food Court.
- Completed repairs and replaced Traffic Control Devices, according to Manual on Uniform Traffic Control Devices.

## **2012 Challenges**

- The Rio San Jose Flood Plain Project, removed silt, and debris out of river bed at Seama under L-26. The challenge was to complete this work without disturbing the nature water flow of the river.
- The Mesita Detour construction and maintenance provided a challenge to haul 406,000 gallons of water as part of construction.
- Demolition of a mobile home/house on Pork Chop Hill, in Paguete Village.

## **2012 Collaborations**

The Program worked cooperatively with the department's programs (General Maintenance, Garage, and Engineering), Environmental program, Village Officials, and POL Entities, on planned and un-planned Services.

### **2013 Future Plans**

- Continue to work on Roads and Range Management Plan, seeking a final Draft by end of 2013.
- The Program will continue to administer the 93-638 BIA Road Maintenance Program, services as defined in the Road Maintenance Manual.
- The Program will undertake maintenance of the Mt Taylor and Silver Dollar ranch interior roadways.
- Implement the Work Force values as part of our daily practices.
- To build capacity within the Program with a training plan for program employees.
- The Roads and Range Program's new initiative to create and fill two Road Maintenance Techs and to fill any vacant positions.

# Pueblo of Laguna Entities

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## Laguna Construction Company

### Mission

Per Shareholder Resolution 38-11 dated July 30, 2011 the Mission of Laguna Construction Company, Inc. is to, “completely and permanently cease doing business and dissolve once it has completed existing projects and taken all actions necessary for the winding up of the Company, including but not limited to the collection of outstanding amounts due to it, and resolution of its legal and auditing issues with the federal government”

### Scope of Work

Per Shareholder Resolution 38-11 dated July 30, 2011 the Scope of Work of Laguna Construction Company, Inc. is to, “completely and permanently cease doing business and dissolve once it has completed existing projects and taken all actions necessary for the winding up of the Company, including but not limited to the collection of outstanding amounts due to it, and resolution of its legal and auditing issues with the federal government”

As of November 2012, all contractual warranties have matured and construction operations have ceased. Laguna Construction continues to collect the outstanding amounts due to it as well as seek resolution of its legal and auditing issues with the federal government.

### Organizational Description

Contact Information:
Bob Plunkett – Acting Vice-President, <a href="mailto:bob.plunkett@lagunaconstruction.com">bob.plunkett@lagunaconstruction.com</a> , 505-890-5441

Board or Key Staff Members:
Maxine Velasquez - Chair
John Ulrich – Board Member
David Martinez – Ex-Officio
Rudy Lorenzo – Acting President
Bob Plunkett – Acting Vice - President

Number of Employees	10
Number of Laguna Pueblo Members	6

### 2012 Financial Description

Total Operating Budget	\$1,623,889.00
Total Revenue / Payments to POL	\$68,426/ \$0.00

## **2012 Goals / Objectives / Status**

- The goal and objective of Laguna Construction Company is as stated above in its Mission Statement and Scope of Work.
- In particular, it is the goal of Laguna Construction Company to close the company in a manner that is as favorable to the shareholder as circumstances allow.
- Further, it is Laguna Construction Company's intent to negotiate with the federal government a favorable settlement in regard to issues brought forward in the auditing process of Iraq contracts. Laguna Construction will also continue to seek favorable resolution on issues regarding Randolph Air Force Base and other legal claims.
- All construction operations have ceased. Closure is now focused on collection of outstanding amounts due, and the resolution of the legal and auditing issues with the federal government

## **2012 Accomplishments**

- All construction projects completed warranty phase and are closed.
- Reduced Form #1 liability from \$22 million to \$17 million.
- Reduced number of open Form #1's from 7 to 6 in 2011 and from 6 to 4 in 2012.
- Entered into talks with AFCEE in regard to remaining Form #1's (2a – 5a)
- Responded to DCAA audits. All fieldwork complete. Awaiting audit reports to respond to.
- Filed lawsuits in court to recover outstanding amounts due to the company as well as defend company assets, (Form #1's and other unpaid claims). The trial dates are scheduled for November 2013 in Albuquerque.
- The criminal trial dates for Neal Kasper, Bradley Christiansen and Tiffany White are scheduled for October 2013 in Albuquerque.
- Continued support of employees that have been displaced by the company closure.
- Maintained and trimmed budget while maintaining effectiveness in responding to the government.
- Maintained the last reported deadline of operational close of the company of December 2012.
- Continued financial stability and realistic projections through a period of the company history that could have easily been marked with runaway costs.
- Maintained key personnel to work on the legal issues and final closure of the company.

## **2012 Challenges**

- Continuing defense of inquiries from the federal government regarding suspension or debarment.
- Maintaining the working relationship with DCMA.
- Developments of lawsuits to recover monies owed; as well as defend the assets of the company.
- Settlement of Form #1's and Randolph Air Force Base.
- Maintaining employee morale in the face of impending layoff and shutdown.

### **2013 Future Plans**

- Settle the remaining four DCAA form #1's and other Iraq claims. Continue cooperation and negotiation with DCAA and DCMA until audits are complete.
- Work with DCAA and DCMA to accelerate the auditing process
- Settle all issues regarding Randolph Air Force Base.
- Collect all remaining Accounts Receivables.
- Close and pay all Accounts Payable.
- Continue with Human Resources plan.
- Sell or otherwise dispose of all material assets (Equipment, Furnishings, etc.) and convert to cash deposits as necessary.





# **Laguna Department of Education (LDoE)**

## **Mission**

Hanu He ya Na'yuutsi Gunishe - The concept refers to "People Preparing for Life's Journey"

## **Scope of Work / Organizational Description**

LDoE was created by Laguna Pueblo Council to combine all educational programs under one entity that would provide a continuum of high quality programs that support and promote life-long learning. LDoE strives to provide educational opportunities through a variety of services and programs, which are coordinated, comprehensive, culturally appropriate and community-driven.

"Meeting the Needs of Every Child Through an Emphasis on Learning and Results"

Laguna Department of Education (LDoE)

P.O. Box 207

Laguna, NM 87026

(505) 552-6008

(505) 552-6398 (fax)

[www.lagunaed.net](http://www.lagunaed.net)

Number of Employees: 178

Number of Laguna Pueblo Members: 123

Board of Education:

Mr. Vincent Knight – President

Dr. Christine Lowery – Vice President

Mr. Jerald Smith - Treasurer

Ms. Elsie Vaio – Secretary

Mr. Howard Funchess – Member

Ms. Kara Lee Bobroff – Member

Mr. Andrew DeLoris – Ex-Officio

Superintendent:

Mr. Anthony Riley, Acting Superintendent

(505) 552-6008

[a.riley@lagunaed.net](mailto:a.riley@lagunaed.net)

Student Enrollment:

Division of Early Childhood: 247

Laguna Elementary School: 225

Laguna Middle School: 95

Partners for Success: 306

Laguna Acoma Connections: 64

Higher education: 111

Total: 1,048

Financial Description 2012:  
SCHEDULE OF BUDGETED EXPENDITURES  
FOR THE FISCAL YEAR 2012-2013

DESCRIPTION	AMOUNT
PRE K-8 (DEC/LMS/LES) INSTRUCTION/CLASSROOM	\$ 7,409,073
PROGRAM AND SUPPORT SERVICES	\$ 4,663,404
ADMINISTRATIVE SERVICES	\$ 1,218,060
TOTAL FY 2012-2013 BUDGET	\$ 13,209,537

LAGUNA EDUCATION FOUNDATION	AMOUNT
PROGRAM SERVICES	\$ 11,000
SCHOLARSHIPS	\$ -
S & W, F/B	\$ -
TOTAL FY 2012-2013 BUDGET	\$ 11,000

**2012 Goals / Objectives / Status**

Overall goal for LDoE has been to align all educational and training programs to provide highly effective services for all its students, clients and participants. In order to provide highly effective services, LDoE has been underwent changes in leadership all levels of the organization. It has initiated alignment activities for its academic systems, and employment/training services. LDoE has initiated planning activities for short and long-term strategies for its Division of Early Childhood, Laguna Elementary, Laguna Middle School, Laguna Acoma Connections, Partners For Success and Laguna Education Foundation.

- LMS: All students will receive targeted intervention to address specific learning needs in mathematics and reading.
- LMS will engage students through family engagement to build partnerships between home and school.

**2012 Accomplishments**

- DEC School Readiness Plans from birth to age 5 years developed and aligned with NM Early Learning Guidelines.
- DEC health and developmental screening on physical exams, dental, vision, audiology and development were completed on 240 children who came through DEC programs.

- POL Community Improvement Project funding helped get design phase for new DEC facilities done.
- LES: Implementation of the Common Core Standards in K-5 classrooms in math and reading. In this implementation we have seen an increase in the use of technology for instruction and have created a dedicated reading block that includes opportunities for intervention.
- LES: A systematic approach to Keres language learning has proven to be effective. With daily opportunities for all children to hear the language during morning announcements and regular direct instruction. With members of the community providing instruction, Keres becomes relevant and engaging.
- LES: Daily student attendance at LES is high. In the 97%+ range, when students are in school, learning can occur.
- LMS engaged parents and community on a monthly basis with family, sporting, academic, and social events throughout this calendar year.
- LMS continues to regularly plan, assess, and align systems through strategic planning using the NATIVE Star (National Assessment Tool for Innovation, Validation, and Education).
- LAC: Opened the Acoma satellite office – Located at the Pueblo of Acoma Education building
- LAC: Relocated Main LAC office to the Laguna Elementary School Housing – Building 1118 Mouse Town Road
- LAC: Developed a community newsletter
- LAC: Goal 1 – To assist eligible American Indians with disabilities achieves gainful employment outcome. Objective – Year 1 (Oct 1, 2010 – Sept 30, 2011) 25 AI were to be served and 15 would achieve a successful employment outcome. Status – 17 AI achieved a successful employment outcome. GOAL EXCEEDED.
- LAC: Goal 1 – To assist eligible American Indians with disabilities achieves gainful employment outcome. Objective – Year 2 (Oct 1, 2011– Sept 30, 2012) 27 AI were to be served and 17 would achieve a successful employment outcome. Status – 20 AI achieved a successful employment outcome. GOAL EXCEEDED.
- LAC: Goal 1 – To assist eligible American Indians with disabilities achieves gainful employment outcome. Objective – Year 3 (Oct 1, 2012 – Sept 30, 2013) 29 AI are to be served and 19 would achieve a successful employment outcome. Status – LAC is currently serving/monitoring 87 cases which includes: all stages of services – monitoring 5 transition students, monitoring 20 individuals in application status, monitoring 24 in pending eligibility status, working with 7 individuals in their development of their Individual Plans for Employment and providing services to 31 participants with implementation of their Individual Plans for Employment.
- PFS: Provided employment and training services to 2 college AA graduates, 6 GED graduates, 14 certificates (First Aid/CPR, Early Childhood Classroom Assistants, Heavy Equipment Operators Training) and 2 CDL Class B licenses.
- Admin: Personnel performance evaluation methods and procedures have been improved and streamlined.

## **2012 Challenges**

- DEC facilities are old, so cost for maintenance and repairs continue to grow. New DEC facilities are needed.
- Head Start American Indian/Alaska Native (AI/AN) Region XI did not have a contract for Training and Technical Assistance (T/TA), so other connections for trainings had to be found.
- DEC staff still working with parents to get any medical/dental treatment follow-up documentation completed.
- LES: Develop reliable and effective systems for internal and external communication has proven to a challenge.
- LES: The loss of staff created changes in staffing patterns and school morale
- LMS: Decreased enrollment – 128 in SY 2011-12 to 95 in SY 2012-13
- LMS: Faculty turnover – we have or will have lost 10 professional faculty members from October 2011 through January 2013
- LAC: Despite moving to the new offices, LACP is still in need of more space. This will allow us to expand our services in conjunction with the Partners for Success and hire a job coach/job developer.
- LAC: In need of a job coach/job developer to assist with the implementation of Individual Plans for Employment and to work one on one with individuals in need of more intensive services and assist counselor with data collection.
- PFS: Attendance for program activities is a challenge to maintain classroom level due to many barriers participants face. Barriers such transportation, childcare, and homeliness have impacted program activity participation.
- PFS: Director has been appointed as acting Superintendent and it has impacted the continuity of program activities and delayed some events. Staff has been requested to continue without a director until new Superintendent is hired.
- PFS: Participant's ability to pass background checks to obtain gainful employment and/or training.
- Admin: POLDoE experienced significant staff turnover in many key management positions including Superintendent, Principal-LMS, Principal-LES, Facilities Director and Human Resources Director.
- Admin: Personnel policies and procedures have resulted in significant expenses/spending levels that can no longer be supported by current funding.

## **2012 Collaborations**

- DEC: Laguna DEC programs worked with NM Head Start Collaboration Office which is part of Head Start Region VI to get training on Classroom Assessment Scoring System (CLASS), developmental assessment data collection, and NM Early Learning Guidelines.
- DEC: Laguna Early and Preschool Head Start had the POL Sports & Wellness/Diabetes Prevention Physical Activity Kit (PAK) personnel engage with children and Head Start staff for PAK time each week through the spring of 2012.
- DEC was assisted by LES/LMS Academic Systems/District Testing Coordinator in developing tools to collect and analyze developmental data for birth to age 5 years.

- LMS: Continued partnership with YDI-Elev8NM to offer mental health and medical services, after school programming, experiential education, pregnancy prevention, alcohol/substance abuse prevention, and family engagement opportunities directly from School Based Health Center and partners
- LMS: Constructive partnership between LMS and POL-Police Department with the addition of a full time (shared) School Resource Officer to help build preventative programs and to respond to immediate student needs
- LAC: Partners for Success/ Laguna Higher Education – Cost sharing to assist individuals with educational/employment goals which leads to gainful employment and assisting with working with the Laguna Acoma HS Seniors to prepare for college – Hawks on the Horizon.
- LAC: Laguna Acoma High School, Santa Fe Indian School, Grants Cibola County Schools Special Education and Albuquerque Public Schools– Attending Individual Education Plan meetings for students who receive special education services and are preparing to transition from high school to post high school settings.
- LAC: Pueblo of Laguna's: Behavioral Health Program, Benefits Program, Veterans Program, Pueblo of Acoma's: Behavioral Health Program, WIA Program – Received referrals, cost sharing and scheduling intakes for potential clients from
- LAC: Age to Age Counseling PC – AACPC provides evaluation and assessment services to LACP to assist with Determination of Eligibility for Vocational Rehabilitation Services and to determine what accommodations are needed to insure a successful employment outcome.
- LAC: Offices of Disability Resource Services – Eastern New Mexico University, New Mexico State University Grants Branch, Central New Mexico Community College, University of New Mexico and Southwestern Polytechnic Institute: All DRS offices assist LAC in monitoring and providing accommodations for LACP participants who are attending the above mentioned colleges.
- LAC: Disability Rights of New Mexico Advocacy Office – Provides LACP with assistance to insure that participants are provided appropriate services.
- Admin: LDoE has developed a positive working relationship with the Pueblo of Laguna Development Corporation (POLDC) who assisted with and provided in-kind staff training and facilitation in Management/Leadership, Customer Service and other training topics.
- PFS: HELP New Mexico assisted with funding to hire additional Summer Youth Employment Program.
- PFS: PFS Staff has been requested to sit on New Mexico State University's Native American Supporting Non-Traditional Institutions (NASNTI) Advisory Committee to assist them with developing a site on the Pueblo of Laguna.
- PFS: Case Manage/Project Coordinator sits on the NMSU's Adult Basic Education Advisory Board to insure that program is informed of changes to tests, scoring, policies and national trends.

## **2012 Highlights**

LMS marks its 20th anniversary this year; we have engaged in commemorative events to bring awareness and family engagement to our school

## **2013 Future Plans**

- All DEC staff will continue to build strong relationships with children and their parents/families. Use of CLASS observations correlate with teaching staff promoting a positive climate in the classroom and child language development.
- DEC to continue work of aligning curricula, instructional support and ongoing developmental assessment for birth to 5 with State of NM standards (Early Learning Guidelines ELGs) which match up with the Common Core Standards K-2.
- LES: Developing strategies to increase student enrollment
- LES: Increase use of NASIS for grade checks
- LES: Seeking additional community members to participate in the Keres language program
- LES: Infusing the core values of the Pueblo of Laguna into the classroom and school wide.
- Full adoption of Common Core State Standards in all core areas by SY 2013-14 at LMS
- LMS will maintain its focus for continuous improvement utilizing systems alignment and targeted instruction
- LAC: To obtain a larger space to expand services; which will provide more opportunities to collaborate not only with our existing partners but to bring in more partners which will improve the overall quality of services to our pueblo members.
- PFS: Open up a student resource center at Kawie'ke center to host GED classes, provide tutoring services and online courses and/or host distance education classes through Web based technology and Interactive Television.
- PFS: Collaborate with more pueblo programs and outside entities to provide training opportunities to our community members.
- PFS: Conduct community outreach activities to identify training needs and search for more training opportunities.
- Admin: Develop and implement staffing model that addresses new curriculum/common core standards and teaching methods, ideal teacher-student ratios, highly qualified teacher profiles as well as meets the needs of students from the Laguna community.
- Admin: Develop and implement a recruitment plan and marketing campaign to effectively communicate programs that will involve parents and the community, as well as attract highly qualified teachers and staff.
- Admin: Revise employee handbook and personnel policies and procedures that meet the need of future funding decreases

# **Laguna Development Corporation**

## **Vision**

Laguna Development Corporation: World Class!

Laguna Development Corporation's vision is to be a multi-billion dollar diversified corporation. Through its people and successful business development we will achieve a return on shareholder equity greater than our industry.

## **Mission**

Laguna Development Corporation: Improving Lives!

We are a Laguna owned business pursuing opportunities that improve and strengthen the Laguna Community and its economy. Through our high performance culture we provide unparalleled entertainment, extraordinary customer service and quality products. We honor our core values and with an enterprising spirit we foster growth opportunities for the LDC family.

## **Organizational Description**

Laguna Development Corporation

P.O. Box 550

Casa Blanca, NM 87007

Phone: (505) 352-7866

Fax: (505) 352-7880

[www.lagunadevcorp.com](http://www.lagunadevcorp.com)

[www.rt66casino.com](http://www.rt66casino.com)

LDC manages and operates: Route 66 Casino, restaurants, bars & gift shops; Casino Xpress; Route 66 Travel Center; 66 Pit Stop Gas Station & Convenience Store; Route 66 Casino Hotel; Thunder Road Restaurant; Envy Night Club; 360 Lounge; Main Street Restaurant; Kid Quest; Dancing Eagle Casino; Dancing Eagle Travel Center; Dancing Eagle RV Park; Dancing Eagle Restaurant; Dancing Eagle Supermarket & Ace Hardware; Superette; Paguete Mart and Transmix Plant.

Board of Directors:

Ron Solimon, Chairman

Dominic Pruitt, Vice Chairman

Dean McClain

Brent Lunt

John Black

Debra Haaland

Governor Richard Luarkie, Ex Officio

Councilman Norbert Wacondo, Alternate Ex Officio

Corporate Senior Management:

Jerry Smith, President, Chief Executive Officer

Kevin Greer, Chief Operations Officer

Howard Funchess, Chief Financial Officer, Board Treasurer

Dan Hall, Chief of Gaming Operations

Earl Carrasco, Chief of Retail Operations

Jorge Brasil, Chief of Food & Beverage

Skip Sayre, Chief of Sales & Marketing

Kathy Gorospe, Chief of Government Relations, General Counsel, Board Secretary

G.T. Mason, Chief, Facilities & Development

Steve Chovanec, Chief of Human Resources

Abel Cardenas, Chief of Risk Management

Travis Nabahe, Director of Business Development

Don Billbrough, Director of Hospitality

Employment Statistics (as of 12/3/12)

Total LDC Employee es	POL Mem bers	% Lagun a	Other Native America ns	% Other Native Americans	Total Native Americans
1136	336	30%	269	24%	54%

**2012 Financial Description**

Gross Revenue	\$232,604,500
Net Income	\$13,134,536
Fixed Assets, net of depreciation	\$107,734,891
Net Assets	\$87,149,807

Estimated Payments to POL 2012

Regulatory Fees	\$1,108,731
20 Gaming Devices	\$421,048
Beer & Wine Tax	\$182,373
Cigarette Tax	\$937,312
In-Kind Services/Contributions	\$437,228
Cash Sharing Payment	\$8,012,000
Gasoline Tax	\$973,277
Development Tax	\$1,523,647
Total	\$13,595,616



## **2012 Objectives**

- Construction of a new full service 30,000 square foot grocery store that will replace its antiquated 40 year old grocery store.
- Re-establish key points of competitive differentiation, most notably customer service, the cleanliness of our facilities and the colorful, playful attitude and experience reflected in the Route 66 brand.
- Achieve financial objectives in the 2012 Business Plan with 4.1% over 2011 forecasts in gaming revenue, 13.4% increase in food and beverage revenue, and 16.2% increase in retail revenue.
- Complete a market study on Route 66 Casino Hotel expansion and other amenities regarding its current facilities, addition of new facilities inclusive of all additional amenities recommended for the Route 66 Casino Hotel.
- Identify, evaluate and execute on LDC capital investment and business diversification opportunities.

## **2012 Accomplishments**

- Increased entertainment offerings at Legends Theater.
- Installed new Paramount procurement software.
- Successfully challenged New Mexico Tax and Revenue Department on taxation of special fuels sold to Transmix Plant for blending.
- Closed on the New Market Tax Credit financing transaction resulting in extra funding for grocery store build out and Apache Graben water exploration.
- Adopted Construction Projects Policy.
- Conducted Employee Job Satisfaction Survey.
- Established new business organization: Empresa, LLC.
- Established new Management Capacity Program and selected 33 candidates for new program.
- Built new water treatment system for Exit 140 Pit Stop.
- Launched Dancing Eagle Facebook Page.
- Opened new Orange Julius Outlet at Casa Blanca and Rio Puerco.
- Conducted Labor Management Seminars for LDC Managers.
- “Best in the City” Albuquerque Magazine Awards: Best casino buffet, best nightclub, best casino specialty restaurant, and best entertainment venue.
- Successfully implemented simulcast of Bingo games.
- Continued to drive down workers compensation loss frequency year over year.

## **2012 Challenges**

- Fragile economic environment due to higher energy costs, national elections, New Mexico’s declining economy and job market.
- Highway construction on Interstate 40 at Rio Puerco.
- Increase in customer visits offset by a decline in discretionary spending.
- Mature gaming market in Albuquerque.
- Unsuccessful bid for new off-Pueblo business operation: Spirit Sands Casino Hotel.
- Higher customer reinvestment costs.

- Bingo Operations at Dancing Eagle Casino underperform.
- Fire at Transmix plant.
- Increase in cost of goods reduces profit margins.

## **2012 Collaborations**

- POL Operations: Assisted POL Governor's Office and POL administration with various projects and initiatives:
- Participated in the Casa Blanca Spring cleanup.
- Financially supported and attended the pueblo elders/children's Christmas luncheon.
- Served on Board of Directors for Laguna Department of Education.
- Provided support for Laguna Rainbow Center during holidays and Feast.
- Provided cooking classes and nutritional information to the Laguna Rainbow Center.
- Participated with the Slots, Bingo and Table Games departments at least two village Feast events each year.
- Assisted in the planning and hosted annual Laguna Sports Academy basketball and volleyball camps.
- Hosted annual Laguna Sports Academy Awards Banquet.
- Built and participated on a float for the Laguna Feast Day parade.
- Helped produce recording Governor Luarkie History of Laguna presentation in HD DVD.
- Assisted with editorial content and provided advice to The Town Crier.
- Worked with POL on development of ad campaign to stop domestic violence.
- Met with POL education group; provided legal and other services to develop organizational structure for POL community development foundation.
- Coordinated participation in the Pueblo's Democratic Party event and attended.
- Coordinated participation in the Pueblo's Republican Party event and attended.
- Contributed to American Indian Law Center's 5th Annual Tribal Leadership Conference in support of POL.
- Coordinated POL/LDC attendance at National Association of Industrial and Office Properties luncheon.
- Coordinated POL dinner for State Representatives.
- Provided legal and consultation services to POL for organizing the POL Voter 1000 project; provided \$10,000 financial support for the project.
- Provided legal drafting services to POL member under POL Tribal Court Lawyer Assistance Program.
- Provided Pro Bono in the preparation of power of attorney for son of elderly Laguna resident.
- Assisted POL Planning Department on the K'awaika Center area Master Plan and the Dancing Eagle Master plan.
- Assisted POL Administrative office with electrical service needs.
- Served on the Pueblo of Laguna 401(k) Committee.
- Assisted Laguna Department of Education with recruitment and screening of applicants for the Director of HR and Superintendent positions.

- Provided HR advice to Native American Professional Parenting Resources and Laguna Department of Education.
- Facilitated two events for POL employees and Pueblo Leadership.
- Participated in the Grand Opening ceremonies of the new Senior Community Center.
- Volunteered for one of the elementary school's May Field Day events.
- Whitewashed the Mesita Church.
- Cleaned and pulled weeds at the children's ball parks in the villages.
- Participated in the Laguna feast parades.
- Facilitated three events for POL employees, Pueblo Leadership and children.
- Participated in quarterly community park clean up days.
- Provided advice to Laguna Department of Natural Resources regarding use of pueblo-owned ranches.
- Participated on the interview committee for the Economic Development Planner.

## **2012 Highlights**

- Launched new Route 66 Casino website.
- Achieved 23% ROI in Legends Theater.
- Launched new Ultimate Rewards Club at Route 66.
- Sponsored and hosted 2012 Adopt an Elder or Child Dinner and Gift Presentation for POL community with LDC employees donating over \$11,000 to fund the event.
- Increased participation on LDC Scholarship Program.

## **2013 Future Plans**

- Complete the construction of a new full service 27,675 square foot grocery store that will replace its antiquated 40 year old grocery store.
- Renovation and expansion of Buffet 66 to include new noodle bar and ice cream station.
- Begin a multi-year hotel remodel with the initial phase of remodeling 96 rooms.
- Identify, evaluate and execute on LDC capital investment and business diversification opportunities.



# **Laguna Housing Development & Management Enterprise**

## **Mission**

LHDME's mission is to enhance and maintain the quality of life for the Laguna people while preserving our culture and traditional heritage. LHDME accomplishes its mission with providing housing and housing related programs that address the social, economic, health and welfare needs of the Pueblo.

## **Scope of Work**

Through the acquisition of grant funding and use of investment proceeds, LHDME is responsible for all public and private housing development and management on the reservation. The organization modernizes homes, constructs new homes and oversees the tenant selection, operation and management of 138 housing units; rental and Lease to Purchase. LHDME also provides homeownership education by offering financial education and counseling and home maintenance trainings.

## **2012 Goals / Objectives / Status**

- Complete 2011 Audit without findings
- Construct a Training/Fitness Room for LHDME Office Complex
- Streamline and document internal LHDME Processes
- Hire a Construction Manager and Tenant Services Manager
- Construct up to 5 new housing units
- Start the construction of Rainbow rental units
- Relocate 18 Rainbow tenants
- Develop a Comprehensive Tenant Services Program
- Reduce the number of outstanding work orders
- Re-organize inventory warehouse

## **2012 Accomplishments**

- Project 0901 – Warranty issues addressed on 10 homes
- Project 1203 – Training Room completed
- Project 1104 – 17 homes rehabbed
- Project 1201 – Completed demolition of 40 rental units (Rainbow)
- Project 1204 – Started the ADA/Weatherization rehabilitation of 4 housing units (privately-owned)
- Project 1205 – Started the roof rehabilitation of 5 housing units (privately-owned)
- Completed 316 Tax Credit home inspections (79 completed quarterly)
- Completed the architectural design work for new home construction
- Hired a Maintenance Supervisor, Construction Manager, Resident Service Counselor, Maintenance Workers and an Accountant
- Complete 2013 Indian Housing Plan
- Completed the cleanup and re-organization of Inventory Warehouse
- 11 families met their financial obligation and are waiting for the deed to their home

## **2012 Challenges**

Tenant evictions for non-compliance

- 1 – abandonment of housing unit
- 5 – non-payment
- Employee turn-over
- Contractors
- Pueblo Tax – Contractor's perception of pueblo tax
- Unable to secure bonding
- Responsiveness to warranty issues
- Unqualified and Unresponsive
- Price
- Willingness to do work on Laguna Reservation
- Funding for Housing Projects

## **2012 Collaborations**

USDA – Housing Loan Programs

## **2013 Future Plans**

- Complete projects 1204 & 1205 (1204 is an ADA improvement project and 1205 is a weatherization project)
- Start buildup of Rainbow units
- Revise and update LHDME policies
- Seek funding opportunities to help enhance services provided and to allow for more new home construction.
- Construct up to 5 new housing units
- Acquire abandoned housing properties for future rehabilitation projects
- Modernize 79 tax credit units (stucco, sidewalks,& drainage)

# **Laguna Rainbow Corporation**

## **Mission**

The Laguna Rainbow Corporation is entrusted with providing services that enhance the quality of life for elders in the community. Our Mission is to provide these services while maintaining and respecting their cultural and traditional values.

Our Vision at Laguna Rainbow Corporation is to advance the quality of life for the elderly by being:

- A leader that incorporates traditional Native American cultural values in a dynamic and challenging health care environment while being financial strong.
- The following Core Values Statements serve as guideposts in fulfilling our mission and achieving our vision:
  - Honor and respect the dignity and worth of all people
  - Exceed expectations of those we serve
  - Achieve accountability and innovation throughout the organization
  - Responsibility to manage all resources while maintaining Tribal sovereignty
  - Treasure cultural values and traditions

## **Scope of Work**

Founded in 1979, the Laguna Rainbow Corporation has a history of providing premier services to our elders, while preserving their values and traditions. The Laguna Rainbow Center offers comprehensive residential, nursing, social and nutritional services to the elders living in the nursing home.

The Laguna Rainbow Corporation also provides services to the elders in the community through home, and community based programs. The community based programs and services include: nutritional meals at congregate meal sites in the villages of Laguna, Mesita and the K'awaika Senior Center and the Laguna Rainbow Center. In addition, meals are delivered to homebound elders in the villages of Mesita, Laguna, New Laguna, Encinal, Paraje, Seama and Pagate.

Homemaker services are also offered and provided to the elders under the community based programs. Homemaker services assist elders with light housekeeping and non-emergency transportation to and from medical appointments and/or dialysis. Caregiver services assess vital signs and assist elders with personal care, light housekeeping, cooking and assistance with appointments or referrals. Respite care for caregivers and case management are services also offered under this program.

## **Organizational Description**

Contact Information: Daniel Barber 552-6034, dbarber@Vivage.com
505-552-7645 fax

Board or Key Staff Members:	
Roxanne Spruce Bly, Chair	
Mary Scott, Vice Chair	
John Ulrich, Treasurer	
Josephine Shije, Secretary	
Marjorie Chavez	
Josephine Cochrane, Ex Officio	
Note: Gerald Hamilton resigned effective 11/30/12	

Number of Employees	80
Number of Laguna Pueblo Members Employed as of 12/7/12	41

## 2012 Financial Description

Total Operating Budget	\$ 3,888,111
Total Revenue	\$ 3,892,619

## 2012 Goals / Objectives / Status

- Staff and operate the new K'awaika Senior Center in the June of 2012. Center is open Monday through Friday from 8 am to 4:30 pm and activities are designed and delivered to ensure active seniors are healthy and independent.
- Maintain a positive cash flow status for routine operations.
- Currently ahead of budget year to date. Annual \$200,000 subsidy from the tribe is used to offset budget shortfalls due to historically low Medicaid reimbursement rates. \$400,000 in funding for 2011 and 2012 has been received and is held in a separate account awaiting budget and spending approval by the LRC board of directors.
- Diversify revenue streams by obtaining Medicare certification.
- Paper work complete and submitted to CMS (Centers for Medicaid/Medicare) in 2011, but took until 2012 to complete transfer agreement. Awaiting certification survey to be completed by the State.

## 2012 Accomplishments

- State survey results exceeded that of the state averages.
- Census remained strong at 95% through November 2012.
- 15 Elders qualified for the national Senior Olympics.
- We provided 4,204 non-emergent transports to the elders through November. That is an increase of 576 from previous year.
- Provided caregiver services to 7 – 8 additional elders
- Laguna Rainbow Center's customer satisfaction rated "Best in Class" by Pinnacle Consulting, the independently contracted agency that rates nursing home companies nationally.
- Excellent Annual Audit performed by REDW with no significant findings.



## **2012 Challenges**

- Employee satisfaction is still an area of concern. Organizational communication has been a challenge and with direction from the board, performance goals were set for Vivage to improve these outcomes.
- Nursing Home Administrator and Director of Nursing retention. Both positions turned over in 2012.
- Physical plant continues to deteriorate. Foundation continues to settle and create ongoing plumbing issues. This is an area that will be addressed through a master site plan yet to be developed. Roof has undergone several repairs this year. Drainage concerns. LRC floods several times a year with heavy rains.
- K'awaika Elder Services Director resigned in August. Currently recruiting for this position and interviews will begin on or around December 27, 2012.
- Aging transport vehicles. Several of the vans are approaching the end of their useful life. Two (2), of them are no longer serviceable. Each vehicle has been inspected by a certified mechanic for its useful life. We expect to use some of the annual subsidy to purchase new vehicles. Mileage and inspection records are on file at the Rainbow Center.

## **2012 Collaborations**

- National Indian Council on Aging, Inc. – The National Indian Council on Aging (NICOA) partnered with Laguna Rainbow with the grant project: “National Minority Aging Organization Technical Assistance Center for the Development of Dementia Care Resources for American Indians and Alaska Natives”. The goal of this project is to support Laguna communities in providing support and education to caregivers who are caring for elders living with dementia and/or Alzheimer’s disease.
- University of New Mexico – The University of New Mexico (UNM) Health Sciences Center partnered with Laguna Rainbow with the grant project: “Geriatric Education Center.” The goal of this project is to focus on training health care professionals in geriatrics/gerontology.
- State of New Mexico Department of Health – Laguna Rainbow has been working with the State of New Mexico Department of Health since 2006 in providing the Geriatric Clinic for the elders in the community. The Geriatric Clinic provides physical examinations for the community elders as well as health education sessions on a quarterly basis.
- American Health Care Association & New Mexico Health Care Association - The facility continues to participate in the American Health Care Association and the New Mexico Health Care Association.

## **2013 Future Plans**

- Stabilize Nursing Home Administrator and Director of Nursing positions. Both positions were filled in December 2012.
- Improve employee satisfaction scores. This is our number one internal priority. Vivage has supported this effort by providing a professional team building specialist focusing on communication and acknowledgement.

- Continue to expand involvement by the elders at the senior center. Consultants from Vivage's corp office visit monthly to the center to assist in activity calendar development. Meaningful and diversified activities are designed to keep elders healthy and independent for as long as possible. We combine this visit with team building and leadership development activities at the Laguna Rainbow Center in order to maximize resources. Vivage provides a Registered Dietician to review the menus for nutritional content on a quarterly basis.
- Recruit and retain the new K'awaika Elder Services Director.
- Develop an outpatient therapy program upon Medicare Certification. This will be done in collaboration with other agencies on the reservation.
- Strategic Goal: Develop a continuum of care that assists Elders to remain as independent as possible and to remain in the Pueblo of Laguna.
- Position the Laguna Rainbow Corporation for Leadership.
- Coordinate Elder specific transportation for Pueblo of Laguna Elders.
- Establish an Elder benefits and Billing Program with case management operated by LRC.
- Establish a 24/7 Elder Help Line at the Laguna Rainbow Center to provide information support, follow up, and referral for Elder, family member, and caregiver needs.

# **Tribal Gaming Regulatory Authority (TGRA)**

## **Mission**

The Pueblo of Laguna Gaming Control Board (“LGCB”) and the Tribal Gaming Regulatory Authority (“TGRA”) are committed to providing license, regulatory, and compliance oversight in all matters relating to gaming activities on pueblo lands. This includes: the establishment of a cooperative and professional relationship with the gaming enterprise and the public; to take any action required to protect the public interest pursuant to applicable law; to enact and regulate the conduct of gaming activities to assure that games are operated in a fair and honest manner; to enforce the health and safety standards applicable to any gaming facility for the protection of tribal members and the public; and to initiate procedures for matters necessary to carry out its duties pursuant to tribal, federal and the 2007 Tribal/State Compact.

## **Scope of Work**

Enforce the Pueblo of Laguna Gaming Code, Laguna Gaming Control Board Rules & Regulations, TGRA Internal Controls, Indian Gaming Regulatory Act (IGRA), the 2007 Tribal-State Compact and gaming procedures

## **Organizational Description**

Number of Employees	22
Number of Laguna Pueblo Members	19

Employee	Title	Contact Number (505) Area Code	Email Address
Andrew DeLoris	Deputy Executive Director	352-8243	adeloris@ltgra.gov
Edward Bautista	Compliance Manager	352-8240	jbautista@ltgra.org
Roland Pino	Compliance Manager	352-8240	rpino@ltgra.org
Bernadette Maestas	License Administrator	352-8244	bmaestas@ltgra.org
Veon Valencia	Executive Assistant	352-8240	vvalencia@ltgra.org
Ryan Bahe	Floor Compliance Investigator	352-8240	rbahe@ltgra.org
Walter Johnson	Floor Compliance Investigator	352-8240	wkjohnson@ltgra.org
Felipe Marmolejo	Floor Compliance Investigator	352-8240	fmarmolejo@ltgra.org
Constance Natseway	Floor Compliance Investigator	352-8240	cnatseway@ltgra.org
Isaiah Aragon	Floor Compliance Investigator	352-8240	iaragon@ltgra.org
Tom Aragon	Floor Compliance	352-8240	tarragon@ltgra.org

Employee	Title	Contact Number (505) Area Code	Email Address
	Investigator		
Melvin Cheromiah	Floor Compliance Investigator	352-8240	mcheromiah@ltgra.org
Richard Smith, Jr.	Floor Compliance Investigator	352-8240	rpsmith@ltgra.org
Nadine Encino	Floor Compliance Investigator	352-8240	nencino@ltgra.org
Noreen Chino	Floor Compliance Investigator	352-8240	nchino@ltgra.org
Yvette Trujillo	Floor Compliance Investigator	352-8240	ytrujillo@ltgra.org
Jennifer Valencia	Floor Compliance Investigator	352-8240	jvalencia@ltgra.org
Rochelle Martin	License Background Investigator	352-8240	carkie@ltgra.org
Clairessa Lucas	Compliance License Specialist	352-8240	clucas@ltgra.org
Kermit Pearman	Internal Auditor	352-8240	kpearman@ltgra.org
Jonathan Sarracino	Internal Auditor	352-8240	jfsarracino@ltgra.org

## 2012 Financial Description

Funding Source	Annual Operating Budget Amount
Pueblo of Laguna General Fund	\$1,179,061
Revenue Generated	
Gaming Fees	\$1,108,731
License Fees	*283,675
Total Deposit into General Fund:	\$1,392,406
*As of December 10, 2012	

## 2012 Goals / Objectives / Status

- Reviewed, consolidated, and implemented an electronic filing system for a paperless environment. Review, planning, and consolidation complete, but the implementation was halted for new software package from SolutionWerx to be initiated in 2013.
- Revise/reclassify existing position descriptions. Complete and awaiting compensation survey results.
- Increase employee capacity in the licensing department. Complete. Executive Assistant identified, and trained to complete some licensing tasks.

- Implementation of regulatory software from SolutionWerx. In-Progress. Capital purchase request approved by Tribal Council. Software has been purchased, and the TGRA staff is currently testing to resolve potential bugs before actual use.

## **2012 Accomplishments**

- Over a period of seven years, the LGCB and LDC have completed a draft of amendments to the 1995 Gaming Ordinance, now called the Gaming Code. During 2012, Council adopted the POL legislative process policy committee who helped to finalize the work complete by the LGCB and LDC over a period of 4 months for a final draft code amendment and resolution for Tribal Council. The gaming code amendment was the very first item to utilize POL legislative process policy. The result of the diligence of the LGCB, LDC and the POL legislative process policy committee was submitted and approved by Tribal Council and sent to the National Indian Gaming Commission (NIGC) for federal approval.
- Completed New Mexico Gaming Control Board (NMGCB) 2011 compliance review with one minimal finding concerning the wide area progressive calculation being addressed by the Laguna Gaming Control Board.
- Completed quarterly National Indian Gaming Commission (NIGC) site visits with no deficiencies noted.
- 2 employee licensing hearings conducted by the LGCB.
- 2 gaming patron disputes resolved.
- 2740 gaming machine installs, upgrades, conversions, removals and floor compliance calls completed by the compliance department.
- 1474 gaming license issues, renewals, terminations, orientations, re-evaluations, license transfers and hotel backgrounds completed by the licensing department.
- 322 discrepancy reports, FYI reports, safety reports and incident reports written by the compliance department.
- 156 vendor license issues, renewals and re-evaluations completed by licensing department.
- 31 internal audits complete over 3 casino properties.
- Reviewed/revised licensing procedures.
- Continued to replace much needed office furniture within the Route 66 administration office and Dancing Eagle Casino compliance office.
- Implemented new 'spot-audit' program within the internal audit department.
- Attended the NIGC consultation meeting on Minimum Internal Control Standard (MICS) changes and submitted comments to those changes.
- Initiated monthly meetings between TGRA licensing and LDC human resources to discuss licensing issues/concerns for increase collaboration between the two departments.
- LGCB attended annual NIGA event in San Diego, CA. and the mid-year conference.
- Worked closely with Laguna Council on gaming regulatory issues.

## **2012 Challenges**

- Ongoing challenge with keeping equipment/software updated with the fast changing gaming technology.

- “Free Play” issue with the New Mexico Gaming Control Board (NMGCB).
- Wide Area Progressive (WAP) lease issue with NMGCB.
- NMGCB compliance reviews.

## **2012 Collaborations**

- New Mexico Association of Indian Gaming Commissions (NMAIGC) commissioner meetings with other New Mexico casinos.
- NMAIGC licensing chapter meetings.
- NMAIGC Intelligence & Compliance network meetings.
- National Indian Gaming Commission (NIGC) quarterly site visits.
- New Mexico Gaming Control Board (NMGCB) yearly compliance reviews.
- New Mexico Indian Gaming Association Inc. (NMIGA Inc.).
- National Indian Gaming Association (NIGA)

## **2013 Future Plans**

- Ongoing objective to keep the TGRA Staff updated with the changing gaming industry technology.
- Full implementation of SolutionWerx software package.
- Review/revision of LGCB gaming rules & regulations.
- Review/revision of TGRA procedures.
- Ongoing review and revision of the Tribal Internal Control Standards (TICS).

# Utility Authority

## Mission

The Utility Authority will provide our customers with QUALITY, RELIABLE, and DEPENDABLE SERVICE.

## Scope of Work

The Utility Authority (UA) is responsible for developing, improving, operating, and planning for utility services to the Pueblo of Laguna. The UA is focused specifically to perform essential functions of water/wastewater systems and the solid waste disposal system within and adjacent to the Pueblo of Laguna.

## Organizational Description

Contact Information: Pueblo of Laguna Utility Authority
P.O. Box 208, Laguna, NM 87026 – 6 Arrowhead Road (505) 552-9631                      FAX# (505) 552-9958

Key Staff Members:		
Chester Ray	Donald Siow, Jr.	Felipe Lorenzo
Gregory Poncho	Donovan Lucero	John Carrillo
Steven Ray Aragon	Ben Aragon, Jr.	Clemente
Andrew Padilla	Larry Juanico	Phillip Riley, Jr.
Kyle Leon	Gilbert Martinez	Laura Poncho
Rachel Weeker Jr.	Rosalia Baca	Alex Romero,
Paul Ray		
Support for Key Staff Members:		
Leonard Otero Sr.	Heather Kie	Harold Johnson,
Neal Kie	Gaylord Siow	Rick Smith, Sr.
Thelma Antonio	Clinton Bolman	

Number of Employees	27
Number of Laguna Pueblo Members	22

## 2012 Financial Description

Total Operating Budget	\$ 2,485,497	
Total Revenue / Payments to POL	Utility Revenue	\$862,732
	Grants	\$325,841
	Tribal Members	\$972,214
	CIP	\$ 91,000
	Other	\$ 15,000

## 2012 Goals / Objectives / Status

### Water/Wastewater

- Continued 24/7 emergency On-Call customer service & obtain Plumbing department to improve services
- Continue septic and drainfield replacement
- Continue on scattered housing projects
- Install sewer main in Cernoville
- Replace all outdated water and sewer lines & provide support for contractors

### Solid Waste

- Continue enforcement of the Pueblo of Laguna Solid Waste Codes and Regulations regarding illegal dumping & recycling
- Expand services provided by the Solid Waste and Septic departments for Laguna and the surrounding communities
- Operate 2 compactor to reduce hauling costs

### Septic Systems

- Continue with assessments of all residential septic tank on the Pueblo of Laguna in conjunction with the UA construction crews for repairs and replacement of failing systems
- Continue O & M & training of all septic tanks to reduce continuous pumping of systems
- Purchase new pump truck
- Outsource services to surrounding areas

### QA/QC

- Create in-house procedures & Maintenance Plan for tanks, wellheads, hydrants, valves, lift stations, and filtration system to keep water and waste water monitoring compliance on track
- Conduct a student outreach model by applying for EPA funding for a watershed watch program
- Provide safety training for certification for UA employees
- To build capacity by hiring a top level operator to train selected operators to become certified
- To bring all water systems (Laguna Valley, Encinal, Pagate) into full EPA compliance

### Telecommunications

- Obtain notice to proceed from the USDA for the Community Connect Grant



- Finalize agreements to utilize APS pre constructed buildings for computer labs in each village
- Select locations and construct concrete piers for pre constructed buildings
- Complete Archeology and Environmental survey for monopoles sites
- Complete Geotechnical survey for pre constructed buildings at each village
- Select ISP domain name through contest

## **2012 Accomplishments**

### **Water/Wastewater**

- Completion of 21 new Drainfield/Septic Tank Replacements throughout the 6 villages  
Completion of 10 homes with water and sewer connections under the Scattered Homes through I.H.S.
- Completion of POL project for the FEMA Justice trailers, LDC project for Route 66 FEMA Sub-station, Dancing Eagle Supermarket tie-in and Casa Blanca Post Office
- Completion of our biggest construction project – Cernoville project. UA was awarded a 1,780 ft sewer main line extension in Casa Blanca
- Assisted in RUS USDA project with sampling, open/close valves, project management

### **Solid Waste**

- Approximately 1,099.31 tons of Municipal Solid Waste hauled out of the Transfer Station from Jan. – Oct. 2012. (2,198,620 lbs.)
- Approximately 36.23 tons of Scrap Metal was hauled to the recycling facility in Albuquerque from Jan. – Oct. 2012. (72,460 lbs.)
- Approximately 25.17 tons of recycled material was hauled to the recycling facility in Albuquerque from Jan. to Oct. 2012. (50,340 lbs. Cardboard, plastics...etc.)
- 1,172 gallons of used oil was processed through the transfer station and picked up by Safety Kleen from Jan. to Oct. 2012.
- Delivered 20 cords of wood to customers that qualified for the LIHEAP program
- Provided in-kind services for numerous activities throughout to Pueblo of Laguna i.e. Porta potty services, (Village feast and Ceremonies) Grave digging (47 funerals, Jan thru Nov, 2012)
- 4 Community outreach presentations were provide to the Laguna community regarding information on services provided by the UA

### **Septic Systems**

- Assess residential septic tank systems which are operating correctly to reduce costs for servicing (reduced number of pumping service orders)
- Installation of risers and lids for septic tanks throughout the Laguna community
- Numerous work orders for residential septic tank pumping services
- 4 Community outreach presentation to provide information on services available

### **Weatherization (EECBG)**

- Weatherization of 70 homes
- The weatherization techs continue to weatherize homes through the Pueblo. This includes retrofits to be performed including but not limited to: window and door repair, weather stripping, air sealing, caulking, minor structural repairs, duct sealing,

installation of CFL bulbs, installation of smoke detectors, and carbon monoxide testing

#### QA/QC

- Continued 6th year LIHEAP program that benefits low-income households with one-time utility bill payment assistance. Program turned over to Accounts Receivable:
- Stats: 784 people assisted, 111 elderly, 76 children (under 6), 67 disabled; 198 at or below 100% poverty level (\$10,845), 16 at 110% PV (\$11,935), 21 at 125% PV (13,560), and 21 at 150% PV (\$16,260); 61 natural gas, 41 propane, 98 electricity, 56 wood; expended \$65,503; and \$1,308.00 for stove installation for elder who only uses wood
- Awarded \$500,000 EPA Set-Aside grant to for a water study & repair well and pump-house
- EPA: Consumer Confidence Report (CCR) was submitted at required time frame Completed Capital Improvement Program (CIP) processing for POL assessment
- QA/QC staff accomplished another level 2 Water Operator certification, 3 employees are certified as water operators

#### Compliance sampling:

- All special, compliance & monthly sampling completed: up to & including volatile organic chemical, inorganic chemicals, nitrates/nitrites, special coliform and disinfection byproducts. In addition to sampling of pipe put on line by contractors to meet disinfection standards
- Completed 90% of EPA findings regarding wells, tanks, and filtration in valley system.
- Encinal filtration final phase complete; new Encinal storage tank & Mag. Meter for village installed and in operation with SCADA
- Hired an operator level 4 and designated 2 field crew to be dedicated to the water systems for direct monitoring.
- PRV Watts valves training and setting and repair at old Laguna tank, Mesita vault

#### Telecommunications

- USDA Community Connect Grant Plan, Audit and Budget approved & Grant Budget revisal Approved (To include pre constructed buildings)
- APS pre constructed building agreements and construction completed. Delivery schedule for receiving of buildings is in process
- Archeology and Environmental survey for monopoles completed
- Geotechnical survey for pre constructed buildings completed
- Internet Service Provider (ISP) equipment turned up and tested
- ISP domain named KUWAIKAHANU.org
- Order Internet Service Provider equipment, configure, install and turn up/test

#### 2012 Challenges

- Water/Wastewater - Some challenges we have experienced this year have been difficulty in keeping up with the amount of work at our disposal
- Solid Waste - No water available at the transfer station
- Septic - No porta potty service truck equipped with accessories to better provide service

- Weatherization - The Weatherization Grant will be completed by 12/31/2012
- QA/QC - special sample testing, emergency water/wastewater breaks occur during construction RUS USDA construction work creates havoc with multitude of water breaks
- Telecommunications - Resubmitting and updating Community Connect Grant plan, documents and signatures. Receiving replies written agreements and letters of notice to proceed from the USDA in an untimely manner

## **2012 Collaborations**

### **Water/Wastewater**

- UA has built good working relationships with several outside contractors & I.H.S. staff
- Continuation of NM One-Call for utility locates
- Work with the NM Gas Co. to assist customers with re-establishing gas services
- UA worked with the Pueblo of Laguna and various entities to receive a USDA grant/loan of \$26.6M for water systems improvement (new waterline replacement of the 40-yr old outdated existing water service line and mains). This phase will also include the replacement/upgrade to the existing lagoon in the Village of Encinal

### **Solid Waste**

- Pueblo of Laguna Environmental Department
- New Mexico Environmental Department – Solid Waste Bureau
- New Mexico Recycling Coalition
- Eight Northern Pueblos – Office of Environmental Technical Assistance
- SWANA – NM Roadrunner Chapter

### **QA/QC**

- Collaborations has continued with EPA Region 6 headquarters, POL, I.H.S., New Mexico Rural Water Association, Environmental Finance (EPA)
- Collaborations with internal departments, I.H.S., New Mexico Rural Water Association and Environmental Finance (EPA) to meet & sustain regulatory compliance

## **2013 Future Plans**

### **Water/Wastewater**

- Continue the septic tank and drainfield replacements to 25 homes
- To acquire the plumbers from Pueblo of Laguna so that all water and waste water service providers are available with one call for our customers
- Replacement of all existing outdated water and sewer service lines and mains under the Phase II project and UA work force

### **Solid Waste**

- Expanding services to the surrounding communities outside of Laguna
- Continue to seek financial resources to assist with the removal & disposal of solid waste
- Seek funding for purchase of new trash trucks
- Get transfer station supplied with water and sewer

### **Septic Systems**

- Continue to reduce cost for residential septic system pumping
- Continue marketing pumping services to the surrounding communities

#### QA/QC

- Complete Standard Operating Job Procedures (SOJP) & Operations & Maintenance (O&M's)
- Implement schedule for tanks, wells, hydrants, valves, lift stations, and filtration system with full software for SCADA.
- Develop GIS plan for operational record keeping, asset management and documentation.
- To provide safety training for certification for field crew and others.
- To upgrade all water & waste water systems to optimum running order
- Investigate Wilson Day well

#### Telecommunications

- Construct monopole sites
- Order backhaul and distribution equipment configure, install, turn up and test
- Complete Construction of (KUWAIKAHANU.org) network infrastructure and provide broadband services to 6 villages
- Modify pre constructed buildings to use as computer labs in each village